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SECRETARY OF THE AIR FORCE**



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PASSENGER MOVEMENT

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This instruction implements AFD 24-1, *Personnel Movement*. It provides guidance and procedures for arranging official transportation of Air Force personnel, for issuing and processing travel documents, and for tracking travel costs. Use this instruction with the publications contained in **Attachment 1**. These procedures apply to all Air Force-sponsored official travel and transportation chargeable to appropriated or non-appropriated funds. Major commands (MAJCOM) and field operating agencies (FOA) may supplement this Air Force Instruction (AFI) when HQ USAF/ILTT gives approval. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 U.S.C. Chapter 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); and 10 U.S.C. 136 Under Secretary of Defense for Personnel and Readiness. Privacy Act System of Records Notice A0037-1 MTMC, Defense Travel System, applies. This supplement has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DoDD 5154.29, dated 9 March 1993, as PDTATAC Case 020221.

(AFRC) The OPR for this supplement is HQ AFRC/LGTT (Mr. Phillip D. Little). This supplement implements and extends the guidance of Air Force Instruction (AFI) 24-101, 27 October 2004. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-1. This IC reformats, consolidates, and renumbers information where necessary. The (Contracted) Commercial Travel Office (CTO) and **Attachment 6**, Centrally Billed Account Procedures. Based on two GAO reports (GAO 04-398, Control Weaknesses Led to Millions of Dollars Wasted on Unused Airline Tickets, and 04-88, Internal Control Weaknesses at DoD Led to Improper Use of First and Business Class Travel) and an Air Force Audit Agency Report, Centrally Billed Account (CBAs) for Travel Audit (Project F2002-FB1000-0036.000), CTO and CBA requirements have been significantly revised. Specifically, the changes outline the new procedures the CTOs must follow with regard to making premium class travel (PCT) accommodations and ticketing PCT, as well as the CTO requirements pertaining to fully unused tickets and partially used tickets and turn-in for refunds. Additionally, this change also informs the CTO that it must comply with Centrally Billed Account (CBA) procedures in **Attachment 6** of this AFI and/or as specified in the CTO contract statement of work. Use of Premium Class Travel (PCT) Accommodations: Based on GAO Report 04-88, Internal Control Weaknesses at DoD Led to Improper Use of First and Business Class Travel, and resulting DEPSECDEF/USECDEF and SAF/OS memos, PCT policy has also been significantly revised. Specifically, this revision adds detailed overall policy on the use of PCT accommodations, to include the authorizing/reporting officials for PCT, the PCT approval process, and the PCT documentation and reporting requirements. Family Member/Spouse Travel to Award Ceremonies: Due to the ever-changing numbers and types of awards, specific awards were deleted and a more generic statement was added that mirrors the spouse travel requirements to award ceremonies in the Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR). The entire text of the IC is at the last attachment.

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Chapter 1

RESPONSIBILITIES

1.1. The Secretary of the Air Force (SecAF).

1.1.1. Establishes Air Force passenger transportation and travel policies.

1.1.2. Authorizes exceptions to air transportation eligibility IAW DoD 4515.13-R, *Air Transportation Eligibility*, Chapter 10, to permit travel of individuals not otherwise eligible, on DoD-owned, -controlled or -contracted aircraft, when movement is primarily of official interest to the Air Force.

1.1.3. Authorizes first-class travel accommodations (SecAF or the Under Secretary of the Air Force (SAF/US) for Air Force uniformed service members, Air Force civilian personnel, and dependents. Eligibility is determined in accordance with criteria in the *Joint Federal Travel Regulations, Volume 1 (JFTR) Uniformed Service Members*; the *Joint Travel Regulations, Volume 2 (JTR) Department of Defense Civilian Personnel*; and DoDD 4500.56, *DoD Policy on the use of Government Aircraft and Air Travel*.

1.1.4. SecAF or SAF/US authorizes premium class, other than first class, travel accommodations (hereafter referred to as business class travel accommodations) for Air Force four-star general officers and civilian equivalents and their dependents when the request meets at least one of the conditions in the JFTR or JTR.

1.1.5. Delegates authority to SAF/AA to approve Air Force Secretariat and Air Staff Air Force three-star general officers and below and civilian equivalents and their dependents when the request meets at least one of the conditions in the JFTR or JTR.

1.1.6. Delegates to Major Command (MAJCOM) commanders (MAJCOM CV in CC's absence only), commanded by three- and four-star generals, authority to approve requests for business class travel accommodations for personnel assigned within their command when at least one of the conditions in the JFTR or JTR is met. MAJCOM commanders will submit their business class travel accommodation requests through AF/ILGD to AF/CV for approval consideration.

1.1.7. Delegates to the AF/CV, or AF/CVA in AF/CV's absence, authority to approve requests for business class travel accommodations for personnel assigned to Direct Reporting Units (DRUs), and Field Operating Agencies (FOAs) when at least one of the conditions in the JFTR or JTR is met.

1.1.8. Delegates to the Director of the Air National Guard (NGB/CF) authority to approve requests for business class travel accommodations for personnel assigned to the Air National Guard when at least one of the conditions in the JFTR or JTR is met. NGB/CF will submit his/her business class travel accommodation requests to AF/CV for approval consideration.

1.1.9. Authorizes the use of Military Aircraft (MilAir) for permanent change of station (PCS) travel for senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

1.1.10. Delegates to CSAF authority to approve MilAir use for PCS travel of senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies, except for personnel assigned to the Secretariat.

1.1.11. Authorizes the use of MilAir or Operational Support Airlift (OSA) for Air Force senior officials' passenger movement requests not designated as required users.

1.1.12. Delegates to CSAF authority to approve MilAir/OSA for Air Force senior officials' passenger movement requests not designated as "required users", except for personnel assigned to the Secretariat.

1.2. The Chief of Staff of the Air Force (CSAF).

1.2.1. Implements Air Force passenger transportation and travel policies approved by SecAF.

1.2.2. Delegates to the Vice Chief of Staff of the Air Force (HQ USAF/CV) authority to approve requests for exceptions to air transportation eligibility IAW DoD 4515.13-R, to permit travel of individuals not otherwise eligible, on DoD-owned, -controlled or -contracted aircraft, when movement is primarily of official interest to the Air Force.

1.2.3. Delegates to HQ USAF/CV authority to approve MilAir use for PCS travel of senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies, except for personnel assigned to the Secretariat.

1.2.4. Delegates to HQ USAF/CV authority to approve passenger movement requests on MilAir/OSA for Air Force senior officials' assigned to the Pentagon and not designated as "required users", except for personnel assigned to the Secretariat.

1.3. The Vice Chief of Staff of the Air Force (AF/CV).

1.3.1. Authorizes exceptions to air transportation eligibility IAW DoD 4515.13-R, Chapter 10, to permit travel of individuals not otherwise eligible, on DoD-owned, -controlled or -contracted aircraft, when movement is primarily of interest to the Air Force.

1.3.2. Authorizes/approves requests for exceptions to transportation policy for spouse travel originating from MAJCOMs, where approval has not been delegated.

1.3.3. Authorizes/approves requests for business class travel accommodations for Air Force uniformed service members, Air Force civilian personnel, and dependent family members assigned to DRUs, and FOAs, when the request meets the criteria in the JFTR or JTR. AF/CVA may approve these requests in AF/CV's absence only.

1.3.4. Authorizes/approves requests for business class travel accommodations for MAJCOM commanders and the Director of the Air National Guard.

1.3.5. Authorizes the use of MilAir for PCS travel for senior Air Force officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

1.3.6. Authorizes passenger movement requests on MilAir or OSA for Air Force senior officials' assigned to the Pentagon and not designated as "required users", IAW DoDD 4500.43, *Operational Support Airlift (OSA)*, and DoDD 4500.56, except for personnel assigned to the Secretariat.

1.4. The Surgeon General of the Air Force, Director of Medical Readiness, Doctrine & Planning, Headquarters U.S. Air Force (HQ USAF/SG).

1.4.1. Establishes policies and implements procedures for the evacuation of medical patients by air, both in the continental U.S. (CONUS) and inter-theater outside the continental U.S. (OCONUS) in

coordination with the Director of Transportation, theater and overseas Commands and Headquarters, and Air Mobility Command (AMC), regarding patient movement.

1.4.2. Determines eligibility for and validates aeromedical evacuation of DoD and non-DoD patients.

1.4.3. Establishes medical standards travelers must meet to qualify for transoceanic medical movement.

1.4.4. Coordinates on first-class travel accommodation requests that are based on medical reasons.

1.4.5. Coordinates on dependent family member requests to certify travel via surface transportation, vice air based on medical reasons.

1.5. The Deputy Chief of Staff/Installations & Logistics, Director of Transportation, Headquarters U.S. Air Force (HQ USAF/ILT).

1.5.1. Develops and publishes passenger policy to oversee passenger movement.

1.5.2. Coordinates with other Air Staff offices and military Services on Air Force/Joint passenger travel matters.

1.5.3. Staffs requests requiring AF/CV approval for exceptions to transportation policy IAW DoD 4515.13-R, Chapter 10, to permit travel of individuals not otherwise eligible or not otherwise delegated on DoD- owned, -controlled or -contracted aircraft.

1.5.4. Staffs requests requiring SecAF approval for first-class travel accommodations for Air Force uniformed service members, Air Force civilian personnel, family members and others not otherwise eligible.

1.5.5. Staffs requests requiring AF/CV approval for business-class travel accommodations originating at Air Staff, field operating agencies (FOA), direct reporting units (DRU), Code two and three presidential appointees, three- and four-star generals and civilian equivalents, when the request does not meet the criteria in the JFTR or JTR and for other organizations/agencies where authority is not otherwise delegated.

1.5.6. Staffs requests requiring AF/CV approval for use of MilAir for PCS travel for senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

1.5.7. Staffs requests requiring AF/CV approval for MilAir/OSA for senior officials' passenger movement requests for Air Staff principals IAW DoDD 4500.43 and DoDD 4500.56.

1.6. The Deputy Chief of Staff/Personnel, Director of Personnel Resources, Headquarters U.S. Air Force (HQ USAF/DPR).

1.6.1. Serves as the office of primary responsibility (OPR) for Air Force uniformed service members and dependent family member entitlements, and implementing directives in JFTR.

1.6.2. Serves as the OPR for Air Force civil service employee and family member entitlements, and implementing directives in JTR.

1.6.3. Serves as program manager for Air Force military personnel for all aspects of uniformed service member and family member transportation and travel entitlements.

1.6.4. Serves as program manager for Air Force civilian personnel for all aspects of civilian employee and family member transportation and travel entitlements.

1.7. Overseas Major Command (MAJCOM) Commanders.

- 1.7.1. Ensures procedures are established to transport eligible passengers and patients within their commands and theaters.
- 1.7.2. Authorizes/approves eligible travelers to use a privately owned conveyance(s) (POC) for PCS travel into, within and from their respective commands.

1.8. Major Commands (MAJCOMs) Commanded by 4-star General Officers.

- 1.8.1. Approves spouse travel requests for personnel within their command IAW this AFI paragraphs 2.8.1. through 2.8.2.3. Endorses other spouse and non-spouse family member travel requests in accordance with this AFI paragraph 2.8.4.
- 1.8.2. Endorses requests (CV in CC's absence) for exceptions to transportation policy IAW DoD 4515.13-R, Chapter 10, and this AFI for travel of individuals not otherwise eligible to HQ USAF/CV (provide information copy to HQ USAF/ILT) for consideration. Request must arrive not later than 20 duty days prior to the desired travel date.
- 1.8.3. Endorses requests for first-class travel accommodations, staffed through the MAJCOM transportation directorate (or equivalent), to HQ USAF/ILT for staffing and SecAF consideration. Requests must arrive not less than 20 duty days prior to desired travel date.
- 1.8.4. Authorizes/approves (CV in CC's absence only) business-class travel requests for Air Force uniformed service members, Air Force civilian personnel, and dependent family members under their command when the request meets the criteria in the JFTR or JTR. Self-approves business-class travel in accordance with this AFI, Chapter 2, paragraphs 2.7.6. through 2.7.6.3.
- 1.8.5. Endorses requests for the use of MilAir for PCS travel for senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies, coordinated through the MAJCOM transportation directorate (or equivalent) to HQ USAF/ILT for staffing.
- 1.8.6. Authorizes MilAir/OSA for official passenger movement exception requests for MAJCOM, Numbered Air Force (NAF), and subordinate wing travelers IAW DoDD 4500.43 and DoDD 4500.56.

1.9. MAJCOMs not Commanded by a 4-star General Officer or equivalent (Air Force Reserve Command (HQ AFRC), Air Force Special Operations Command (HQ AFSOC), Air National Guard (ANG), Forward Operating Agency (FOA), Direct Reporting Unit (DRU), and units/agencies not previously identified.)

- 1.9.1. Ensures (if the unit/agency aligns under a deputy chief of staff on the Air Staff or Secretariat) that the Air Staff/Secretariat 2-letter principal endorses all requests outlined below, prior to HQ USAF/ILT staffing. If the unit/agency does not align under a deputy chief of staff on the Air Staff, the commander/director endorses the request and sends it to HQ USAF/ILT for staffing.
- 1.9.2. Signs requests for exceptions to transportation policy IAW DoD 4515.13-R, Chapter 10, and this AFI, coordinated through the MAJCOM transportation directorate (or equivalent) to permit travel of individuals not otherwise eligible or not otherwise delegated to HQ USAF/ILT for staffing.
- 1.9.3. Signs requests for first-class travel accommodations that meet the criteria in the JFTR or JTR after coordination through the MAJCOM transportation directorate (or equivalent), for forwarding to HQ USAF/ILT for staffing.

1.9.4. Signs requests for business-class travel accommodations that meets the criteria in the JFTR or JTR after coordination through the MAJCOM transportation directorate (or equivalent) for forwarding to HQ USAF/ILT for staffing.

1.9.5. Signs requests for authorization to use of MilAir for PCS travel of senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies, after coordination through the MAJCOM transportation directorate (or equivalent) for forwarding to HQ USAF/ILT for staffing.

1.9.6. Signs exception requests for MilAir/OSA official passenger movement after coordination through the MAJCOM transportation directorate (or equivalent) for forwarding to HQ USAF/ILT for staffing.

1.10. Headquarters, Air Mobility Command (HQ AMC).

1.10.1. Operates the common-user Passenger Reservation Center (PRC) system for international air travel on Transportation Working Capital Fund (TWCF) missions.

1.10.2. Establishes policies to secure international travel reservations for Air Force travelers received from the Traffic Management Flight (TMF) (or equivalent).

1.10.3. Implements policies and procedures to support passenger and patient movement requirements.

1.10.4. Implements policies and procedures for the evacuation of patients by air, both in the CONUS and inter-theater outside continental U.S. (OCONUS).

1.10.5. Establishes policies and procedures to operate commercial gateway aerial ports for DoD-owned, -controlled or -contracted aircraft arrivals and departures.

1.10.6. Establishes policies and procedures for AMC and non-AMC funded small air terminal operations, to ensure excess seats on departing aircraft are offered to eligible space-available (space-A) travelers.

1.10.7. Establishes policies and procedures for maintaining space-A registers and accepting requests from eligible travelers via automated and manual means (fax, e-mail, etc.).

1.10.8. Serves as DoD OPR and submits recommendations to the General Services Administration (GSA) Airline City Pair Program.

1.10.9. Establishes policies to assist passengers affected by delayed DoD-owned, -controlled or -contracted aircraft.

1.10.10. Coordinates with other military services on passenger policy travel matters affecting passenger movement by air.

1.10.11. Submits requests and supporting facts regarding ineligible passenger movement (hereafter referred to as questionable travel) to appropriate services concerned IAW DoD 4515.13-R, Chapter 1.

1.10.12. Submits requests and supporting facts for the removal of space-A privileges for uniformed service members, DoD civilian personnel, family members and retired members to the military service department concerned.

1.11. Wing Commanders (or Designee).

- 1.11.1. Appoints the Traffic Management Officer (TMO) by special orders or appointment letter, and ensures the TMF has adequate staffing, office space, equipment and customer comfort items.
- 1.11.2. Provides sufficient space within government facilities, utilities and telephone service for an official (contracted) Commercial Travel Office (CTO) co-located with the TMF passenger function.
- 1.11.3. Ensures uniformed service members, Air Force civilian personnel and family members receive proper orders for cost-charge travel when travelers report to their base without funds.
- 1.11.4. Ensures procedures are established at AMC and non-AMC funded small air terminal operations to ensure excess seats on departing aircraft are offered to eligible space-available (space-A) travelers.
- 1.11.5. Ensures procedures are established, if applicable, for maintaining space-A registers and accepting requests from eligible travelers via automated and manual means (fax, e-mail, etc.). This responsibility may be delegated to the AMC passenger terminal when they are a tenant unit on an installation.
- 1.11.6. Signs requests for exceptions to transportation policy to permit travel of individuals not otherwise eligible, for travel on DoD-owned, -controlled or -contracted aircraft, coordinated through the transportation squadron or equivalent. Requests must be sent to MAJCOM/LGT or equivalent for staffing.
- 1.11.7. Signs requests for premium-class (both first-class and business-class travel) originating from wing Air Force uniformed service members or Air Force civilian personnel, coordinated through the transportation squadron (or equivalent). Requests must be sent to MAJCOM/LGT (or equivalent) for staffing.

1.12. Transportation/Aerial Port Squadron Commander (or equivalent).

- 1.12.1. Ensures requirements outlined in paragraph 1.13. are followed.
- 1.12.2. Ensures operation security (OPSEC) measures are incorporated into passenger movement to make it more difficult for potential adversaries to know the timing and location of transiting forces and equipment.
- 1.12.3. Ensures transportation personnel seek anti-terrorism and force protection advice from their Force Protection Working Group (FPWG) for particular movements of individuals and equipment.
- 1.12.4. Implements procedures at AMC and non-AMC funded small air terminal operations for departing aircraft to offer excess seats to eligible space-A travelers.
- 1.12.5. Implements procedures for maintaining space-A registers and accepting requests from eligible travelers via automated and manual means (fax, e-mail, etc.). This responsibility may be delegated to the AMC passenger terminal units where these units are tenants on the installation.
- 1.12.6. Provides guidance and instructions for establishing base official CTO.
- 1.12.7. Coordinates with the Civilian Personnel Flight (CPF) and Military Personnel Flight (MPF) on areas affecting passenger movement.

1.13. Chief, Traffic Management Office/Traffic Management Flight (TMF).

- 1.13.1. Manages and directs the Traffic Management Flight (TMF), and maintains overall responsibility for passenger reservations. Ensures electronic ticketing use is promoted.
- 1.13.2. Ensures travel arrangements and ticketing are provided to meet mission requirements. Arranges port calls for permanent change of station (PCS), deployment and temporary duty (TDY). Informs travelers of required travel documents.
- 1.13.3. Follows procedures at AMC and non-AMC funded small air terminal operations for departing aircraft to offer excess seats to eligible space-A travelers.
- 1.13.4. Follows procedures for maintaining space-A registers and accepting requests from eligible travelers via automated and manual means (fax, e-mail, etc.).
- 1.13.5. Serves as the functional point of contact (POC) for the CTO and the transportation industry. Assists travelers with lost ticket applications.
- 1.13.6. Ensures official travel CTO contracts contain references to: this Air Force Instruction (AFI); the JFTR; the JTR; DoD 4500.9-R, *Defense Transportation Regulation*, Part 1, *Passenger Movement*; and DoD 4515.13-R.
- 1.13.7. Ensures the CTO provides services required under the official travel contract in the capacity of Quality Assurance Evaluators (QAE).
- 1.13.8. Processes passengers at AMC and non-AMC funded small air terminals for air movement. Checks and verifies all travel documentation, including visas and passports IAW DoD 4500.54-G, *DoD Foreign Clearance Guide*. Provides information on ground transportation, quarters and messing. Arranges for emergency services for arriving and departing travelers.
- 1.13.9. Assists passengers with onward movement through coordination with the AMC PRC when affected by delayed DoD-owned, -controlled or -contracted aircraft.
- 1.13.10. Requests approval and sends an informational copy (once approved) through the chain of command to Headquarters USAF/ILTT, 1030 Air Force, Pentagon, Washington, DC 20330-1030, Attention: Air Force Passenger Policy Team, when opening, terminating, or changing the CTO contract. The message address is: HQ USAF Washington DC USAF/ILTT. Requests must contain length of basic contract and renewal options/provisions, e.g., one-year basic contract with eight six-month option periods.
- 1.13.11. Staffs requests for premium-class (both first-class and business-class travel accommodations) originating from wing Air Force uniformed service members or Air Force civilian personnel through the chain of command. (Reference paragraph 2.7.3. and 2.7.4.)
- 1.13.12. Advises traveler to coordinate approved business-class upgrade with appropriate airline carrier.
- 1.13.13. Arranges for transoceanic ocean-going ship travel when such travel is authorized.
- 1.13.14. Provides Leave-In-Conjunction with Official Travel (LICWO) comparisons and advises travelers of their options.
- 1.13.15. Ensures the CTO complies with premium class travel requirements in accordance with the CTO contract, and that this be a special interest item with regard to quality control checks.

1.14. Civilian Personnel Flight (CPF)/Military Personnel Flight (MPF).

- 1.14.1. Coordinates with Transportation Squadron Commander (or equivalent) on areas affecting passenger movement.
- 1.14.2. Provides port call requests and orders for all PCS and deploying personnel movements to the TMF to facilitate appropriate transportation arrangements for travelers.
- 1.14.3. Instructs travelers to report to the TMF for their official and LICWO travel arrangements.
- 1.14.4. Notifies commanders regarding port call information for their Air Force uniformed service members and Air Force civilian personnel (family members, as applicable).
- 1.14.5. Approves circuitous travel, in coordination with TMF when properly requested by the Air Force uniformed service members in permanent change of station (PCS) status only.
- 1.14.6. Coordinate and annotates travel orders to authorize POC for PCS travel to, from and within overseas commands
- 1.14.7. Provides travelers with information and guidance on JFTR or JTR entitlements.
- 1.14.8. Implements policies regarding relocation of Air Force uniformed service members, Air Force civilian personnel, and family members.
- 1.14.9. Ensures travelers are briefed on required entry and transit documents IAW DoD 4500.54-G.

1.15. Orders Issuing and Approving Official.

- 1.15.1. Issues travel orders to official travelers who move at government expense or by government arrangement.
- 1.15.2. Ensures special conveyance, accommodations, services and authorizations are in the orders IAW AFI 65-103, *Temporary Duty Orders*.
- 1.15.3. Directs official travelers to report to TMF/CTO to arrange their official travel, LICWO, circuitous travel request and other official travel requirements.
- 1.15.4. Issues orders to Absent Without Leave (AWOL), indigent, or members on leave without funds, to obtain a cost-charge commercial airline ticket.
- 1.15.5. Authorizes member and/or family members with command medical authority certification to travel via surface transportation, vice air.
- 1.15.6. Includes the rationale for business-class air accommodations in the remarks section of the TDY orders.
- 1.15.7. Annotates excess accompanied baggage in the traveler's orders, IAW AFI 65-103, *Temporary Duty Orders*; AFI 36-2102, *Base-Level Relocation Procedures*; and JTR, Chapter 3 (for civilian employees), with the following statement "pieces, lbs. excess accompanied baggage".
 - 1.15.7.1. Ensures the traveler knows that they must pay the excess baggage charges directly to the servicing airline at the time of flight check-in and claim reimbursement on the travel voucher. The preferred payment for excess baggage is the government travel card (GTC).
 - 1.15.7.2. Explains to the traveler the option to mail the excess baggage at any U.S. postal office and file for reimbursement (See DoD 4500.9-R, Part I, Chapter 103-F.1; JFTR, par. 3015; and JTR, par. C2302)

1.15.8. Approves or denies payments to travelers or vehicle rental companies for damage to vehicles incurred while rented to a traveler. Such payments are miscellaneous expenses under the travel claim.

1.16. Air Force Traveler.

1.16.1. Complies with instructions from the CPF/MPF, orders approving official (AO), TMF, passenger services, and those outlined on travel orders IAW AFI 65-103, *Temporary Duty Orders*, and AFI 36-2102, as applicable. Provides TMF/CTO travel orders when requested.

1.16.2. Adheres to the Government's policy that CTO services be used to arrange official travel when available. JFTR, par. U3120 and JTR, par. C2207, state it is mandatory that travelers should make all official travel arrangements through the TMF/CTO, in-house travel office or General Service Administration (GSA) Travel Management Center (TCM). This includes obtaining required transportation documents and enroute travel changes. Counseling from these agencies protects the traveler against potential losses for improper travel arrangements.

1.16.3. Air Force civilian personnel are required to make all travel arrangements according to the JTR, par. C2207 and DoD 4500.9-R, DoDI 4500.42, *DoD Passenger Transportation Reservations and Ticketing Services*, and this AFI.

1.16.4. Submits circuitous travel requests in conjunction with PCS IAW AFI 36-2102, in sufficient time, to permit proper staffing.

1.16.5. Safeguards tickets and Government Travel Requests (GTR (SF 1169)). If lost while in the custody of the traveler, the traveler is responsible for procuring replacement tickets with personal funds. Contacts TMF/CTO if tickets are lost and files a lost ticket application with the airline carrier. See paragraph 4.10.2 for requirements and procedures.

1.16.6. Satisfies all border clearance requirements and obtains necessary travel and entry documents IAW DoD 4500.54-G.

1.16.7. Complies with routings, tickets, accommodations and instructions provided by the TMF/CTO. Meets boarding processing times and scheduled transportation departures.

1.16.8. Complies with use of the Government Travel Card (GTC) policies for official travel. See DoD 7000.14R, *Financial Management Regulation*, Volume 1, Chapter 3.)

1.16.9. Travelers shall have passports, visas, immunization records and all other required travel documentation in their possession before they begin their travel. See DoD 4500.54-G, DoD 5030.49-R, *Customs Inspection*; AFI 24-401, *Customs Europe*; AFI 24-402, *Customs Pacific*; AFI 24-403, *Customs Southern*; and AFI 24-404, *Customs Domestic*, for further guidance.

1.16.10. Turns in all unused tickets or reports unused electronic tickets to the TMF and obtains a receipt for travel voucher processing.

1.16.11. Complies with guidance concerning gifts and gratuities in accordance with DoD 5500.7-R, *Joint Ethics Regulation*, and the JFTR or JTR.

1.16.12. Coordinates travel arrangements for pets on AMC missions with the TMF (PCS only), and when pet spaces are unavailable on Patriot Express missions, contacts a commercial airline carrier for assistance.

1.16.13. Completes and signs all official documents, certificates and statements when requested.

1.16.14. Family members with a medical condition requesting travel by non-air must be validated. A competent medical authority certifies that the traveler is medically unable to use air and surface transportation is the only reasonable alternative (JFTR, par. U3130 and JTR, pars. C7001-C and C2001-D8). If certified, the Air Force uniformed service member or civilian employee may accompany family members on ocean-going ship travel.

1.16.15. Retains copies of CTO provided itinerary, tickets, and lodging receipts, etc., to file with travel voucher for payment.

1.16.16. Travelers may request a rest stop on international flights by following the procedures in paragraph [3.5.4](#).

1.16.17. Verifies weight restrictions and the weight of personal baggage with the airline before traveling. Note that baggage allowance rules for international travel on foreign carriers vary by country and they may authorize less weight and/or use kilograms to monitor the weight.

Chapter 2

TRAVEL POLICY

2.1. Basic Travel Considerations. The Traffic Management Flight (TMF) or the (contracted) Commercial Travel Office (CTO) makes official travel arrangements and provides reservations and ticketing for all uniformed service members, Department of Defense (DoD) civilian employees, their family members and non-DoD personnel when travel orders authorize travel and transportation.

2.1.1. The primary consideration when arranging official travel is to satisfy mission requirements following DoD and Air Force transportation and travel policies. Each traveler, including all infants, must be issued a ticket and provided a seat on all conveyances.

2.1.2. Official Travel. IAW DoDI 4500.42, Enclosure 2, official travel is defined as “travel performed under competent travel orders at appropriated fund expense.” with business of the DoD or the government supported by appropriate travel orders. IAW JFTR and JTR, Appendices A, official travel may be performed within or in the vicinity of a permanent duty station (PDS); to or from the actual residence; to, from, or between PDS; and to, from, at, and between temporary duty (TDY) locations, or other authorized locations.

2.2. DoD Approved Carriers. DoDD 4500.53, *DoD Commercial Air Transportation Quality and Safety Review Program*, requires the DoD to procure commercial air transportation services from air carriers approved by the DoD Air Carrier Survey and Analysis Division, HQ AMC/DOB, 402 Scott Drive, Scott AFB IL, 62269-5302, DSN 779-4343, Commercial (618) 229-4343.

2.2.1. The Commercial Airlift Review Board (CARB) is authorized by law to make decisions regarding the temporary non-use or permanent suspension of a air carrier in the DoD Air Transportation Program. The CARB maintains a listing of DoD approved and suspended air carriers. The listing is updated/released quarterly via message to all TMFs. A current listing may be obtained at:

<https://amc.scott.af.mil/do/dob/approved.htm>. The TMF/CTO must review the listing before making commercial air travel arrangements.

2.3. Order of Precedence for Travel .

2.3.1. DoD 4500.9-R, Part 1, Chapter 103 (<http://public.transcom.mil/j4/j4lt/dtr.html>) directs the TMF/CTO to use a specific order of precedence when making official travel arrangements. Accordingly, the DoD policy, in the following priorities, in order of precedence, must be used for passenger airlift:

2.3.1.1. AMC-procured channel airlift (Category B (Patriot Express)) must be used in connection with international travel unless there is a documented negative critical mission impact.

2.3.1.1.1. Exceptions are as follows:

2.3.1.1.1.1. A mission impact statement is provided by the traveler and authorized by their unit commander or designee only in commanders' absence. Use the format at [Attachment 2](#).

2.3.1.1.1.2. Global Air Transportation and Execution System (GATES) issues a non-availability statement/message for the requested travel window.

2.3.1.1.1.3. No AMC channel, configured for passenger(s), is available. The use of Category M on AMC cargo aircraft is not regularly scheduled air passenger service, but may be used if it accomplishes the mission.

2.3.1.1.1.4. Unaccompanied minors (without guardian or adult escort) between 12 - 17 years of age.

2.3.1.1.1.5. Unaccompanied (without parent) minors under 12 years of age.

2.3.1.2. Scheduled commercial air service contracted through the GSA Airline City Pair Program contract.

2.3.1.3. Other U.S. Civil Reserve Air Fleet (CRAF) carriers.

2.3.1.4. DoD-approved, non-CRAF U.S. flag carriers.

2.3.1.5. Scheduled service on U.S. air carriers that are neither DoD approved nor disapproved (for individual travel only).

2.3.1.6. DoD-approved foreign flag carriers.

2.3.1.7. Scheduled service on foreign air carriers that are neither DoD-approved nor disapproved (for individual travel only).

2.4. U.S. Flag Carriers. Travelers are required to use U.S. flag carriers for travel funded by the U.S. government. The use of foreign flag carriers is prohibited when U.S. carriers are available.

2.4.1. The exception to this requirement is if a U.S. flag carrier “code share(s)” with a foreign partner airline. Any tickets issued under a code share agreement must show the U.S. flag carrier as the ticket issuing authority and is not considered a foreign carrier (B-240956; Sep 25, 1991; 70 Comptroller General 713 (1991)).

2.4.2. When the TMF/CTO determines U.S. flag carriers are not available, including a code share partner, foreign carriers may be authorized/approved by the orders Authorizing Official (AO). See JFTR, par. U3125-C and JTR, par. C2204-B for determining availability and non-availability.

2.4.3. If it is determined that U.S. flag carriers are not available, documentation explaining why a U.S. flag carrier can not be used must be provided to the traveler and endorsed by the AO. The documentation must include the name of the traveler, foreign-flag ship(s) or air carrier(s) used, flight identification number(s), origin, destination and enroute points, date(s), justification, and authorizing/approving official’s title, organization and signature.

2.4.4. The travel order must be annotated reflecting U.S. flag carrier is not available to satisfy mission requirements and that a foreign flag carrier was authorized/approved for use.

2.4.5. When U.S. flag carriers are available, travelers with prior authorization to personally-procure airline tickets (e.g., Leave-in-Conjunction with Official Travel (LICWO) or circuitous routing), must be advised not to use foreign flag carriers over segments of their travel for which reimbursement for travel must be claimed. Reimbursement is not provided (for any leg of the journey) for transportation costs when unauthorized/unapproved foreign carriers are used. If U.S. flag carrier service is available for an entire trip and the traveler uses a foreign carrier for any part or all of the trip, the transportation cost on the foreign carrier is not payable (Code of Federal Regulations, Title 41, Chapter 301, Part 301-10).

2.5. Use of General Services Administration (GSA) Airline City Pair Program.

2.5.1. Uniformed service members and DoD employees on official travel are mandatory users of the GSA Airline City Pair Program. There are two types of GSA city pair fares, non-restricted city pair fares (YCA) and capacity controlled city pair fares (_CA) which are less expensive than YCA fares, but have some limitation or restrictions. The _CA fares should be used if the restriction do not hinder mission accomplishment. The TMF/CTO is required to use this program when a city pair exists between the origin and destination listed in the official travel order.

2.5.1.1. Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) 31.205-46. As such, government contractors and contractor employees are not government employees and are not eligible, under any circumstances, for GSA city pair airfares or any travel-related item restricted to government employees. The GSA city pair contract (solicitation) can be viewed at

<http://www.eps.gov/spg/GSA/FSS/FCX/FCXB-C2-010001-N/Attachments.html>. The HQ USAF/ILT, Passenger Policy web page (<http://www.il.hq.af.mil/ilt/iltt/pax1.html>) has a link to this solicitation.

2.5.2. Government airfares (e.g., GSA city pair fares - YCA and _CA, air fares offered by non-contract carriers at city pair rates - _DG, international non-contract air fare - MMZ, etc.) may be used for official DoD travel only. City pair fares may not be segmented when a through-fare exists, even if it costs less. Constructed YCA and _CA fares may be used when there is no through-fare between the origin and destination listed on the official travel orders. Unlike YCA and _CA fares, when using other government fares such as YMZ, MMZ, MDG, HDG, the use of through or segmented fares may be used to meet mission requirements when they provide the overall best value. Some airlines may have restrictions, check with appropriate airline carrier for specifics.

2.5.3. Exceptions to mandatory use of this program are identified in JFTR, par. U3145; JTR, par. C2002; and DoD 4500.9-R.

2.5.4. This program may be used for group travel up to 20 passengers. For guidance on obtaining group travel arrangements for 21 or more passengers, see paragraph 3.2.

2.5.5. When alternate departure/arrival airports are considered see paragraph 3.31. for guidance. **Note:** Use of city pair fares to or from a leave point is strictly prohibited.

2.6. The (Contracted) Commercial Travel Office (CTO). The CTO is a civilian operated business under contract with the DoD. It furnishes the TMF a service by providing transportation and travel services for uniformed service members and DoD employees as outlined in the scope of the contract and DoD 4500.9-R, Part I, Chapter 102. Use of the CTO for official travel is required when the CTO is available, and the CTO shall not issue tickets to the traveler without a valid travel order/authorization or written approval from the TMF.

2.6.1. While the contract requires CTO employees to be knowledgeable of DoD and Air Force transportation and travel policies, the TMF is the final adjudicator on interpreting transportation and travel entitlements, analyzing complex transportation issues, and furnishing passenger routing determinations, should a conflict exist.

2.6.2. In addition to official commercial travel reservations and ticketing (air, bus, rail and ship) the CTO provides the following services as identified in the base or centralized CTO contract:

2.6.2.1. Routes official travelers in accordance with DoD's order of precedence for travel (this AFI, **Chapter 2**, paragraph **2.3.**) to ensure legal and contractual requirements are met and cost to the Government is minimized to the maximum extent. Making arrangements through the CTO ensures that the traveler will be fully reimbursed for official transportation costs.

2.6.2.2. Makes official air transportation travel arrangements on Patriot Express missions using the Global Air Transportation and Execution System (GATES) when required by the CTO contract.

2.6.2.3. Makes rental cars arrangements when authorized.

2.6.2.4. Makes commercial lodging reservations associated with official travel.

2.6.2.5. Collects and reports statistical data to Headquarters, United States Transportation Command (USTRANSCOM) for forecasting transportation needs (Statistical Collection of Passenger Travel (STATCO)).

2.6.2.6. Provides suggestions for alternate routing that could benefit DoD, Air Force, and the traveler by saving time and money.

2.6.2.7. CTO Contracts follow the basic guidelines of the Air Force, CTO Official Travel Performance Work Statement (PWS) and Guidelines for Proposal Submission and Evaluation (copy posted to the AF/ILGD web site), <https://www.il.hq.af.mil/ilg/ilgd/index.cfm?osymbol=ilgd> under CTO Issues).

2.6.3. The CTO complies with the following when making and ticketing official travel accommodations.

2.6.3.1. The CTO marks the traveler's itinerary/or ticket(s) either electronically or manually with the method of payment. Tickets purchased using a Centrally Billed Account (CBA) will state, "Airline ticket(s) paid by CBA, Non-Reimbursable to Traveler." Tickets purchased using an IBA will state, "Airline Ticket(s) paid by IBA, Reimbursable to Traveler".

2.6.3.2. If a portion of the CBA number is needed on the travel itineraries or other documents provided to the traveler, the number entered will be limited to no more than the last 5 digits of the CBA number.

2.6.3.3. The CTO notifies the TMF of all airline ticket transactions that have potential discrepancies in authorization or billing.

2.6.3.4. The CTO only receives travel authorizations/requests from, and sends email ticket confirmations to, ".mil" or ".gov" email addresses.

2.6.4. The CTO complies with the following when making premium class travel (PCT) accommodations and ticketing PCT:

2.6.4.1. The Contractor does not issue PCT tickets (first class or business class) without the travel order/authorization being documented as directed in the Joint Federal Travel Regulations (JFTR U2000-A2) and the Joint Travel Regulations (JTR C2000-A2). The travel order/authorization must specifically state that the use of PCT is authorized/approved.

2.6.4.2. Where extenuating circumstances or emergencies situations preclude the traveler from obtaining advance PCT authorization/approval (Ref JTR, par. C2000-A2a and JFTR, par. U2000-A2a), after-the-fact approval is permitted. In these situations, the CTO only issues PCT

tickets when the AO places a statement on the travel order/authorization stating, "After-the-fact PCT approval is being/will be pursued. Issuance of PCT tickets is authorized in anticipation of approval. If PCT is not approved after-the-fact by the appropriate authorizing/approval authority, the traveler is responsible for the cost difference between the premium class transportation used and the transportation class for which the traveler was eligible."

2.6.4.3. If the Contractor issues PCT tickets without the travel order/authorization documentation, PCT approval/authorization statement or the after-the-fact statement by the travel order/authorization AO, the contractor is liable for reimbursement to the Government for the cost difference between the premium class transportation used and the transportation class for which the traveler was eligible.

2.6.4.4. Travelers are authorized to upgrade to premium class services and accommodations at personnel expense (e.g., cash or using personal frequent traveler benefits) without obtaining PCT approval.

2.6.5. CTO requirements pertaining to fully unused tickets and partially used tickets and turn-in for refunds.

2.6.5.1. The CTO notifies travelers that all unused and partially used tickets are of value and must be turned in for the applicable refund.

2.6.5.2. The CTO maintains a daily log of all identified fully unused and partially used tickets.

2.6.5.3. The CTO provides the TMF, once a month, a report of unused tickets obtained through the contractor's Global Distribution System.

2.6.5.4. The CTO identifies and cancels unused tickets 30 days after the last scheduled travel date, and initiates the ticket refund process.

2.6.5.5. The CTO processes unused ticket refund requests with the airlines.

2.6.5.6. The CTO provides the TMF with copies of all requests for refunds.

2.6.5.7. The CTO provides the TMF with the data required to complete the Unused Ticket Data and Refund Data report. A copy of the report format is available at the AF/ILGD web site, under Unused Ticket Issues.

2.6.6. The CTO complies with the CBA Procedures identified in [Attachment 6](#) of this AFI and/or as specified in the CTO contract statement of work.

2.7. Use of Premium Class Travel (PCT) Accommodations. DoD policy requires the use of least expensive coach class transportation accommodations for all official travel. Travel requirements should be determined in sufficient time to reserve coach class accommodations for members, employees and their dependents. Advance planning to include the use of alternate travel dates or rest stops is essential to ensure travelers comply with DoD policy. PCT accommodations may be used only when exceptional circumstances are warranted to meet mission requirements and must not be common practice. Blanket authorization/approval of PCT is not permitted. Requests for PCT accommodations will be considered on a case-by-case basis. PCT accommodations shall not be used for PCS travel nor for CONUS to CONUS flights, except for those limited conditions outlined in the JFTR or JTR. When PCT is authorized/approved it applies to the principal traveler only, unless specifically approved for other travelers in the party. PCT upgrades are permitted without approval when there is no cost to the Government (e.g.,

through the use of cash or frequent traveler benefits). For guidance on using frequent flyer program benefits for upgrade to premium class travel, see [Chapter 3](#), paragraph [3.30](#), of this AFI.

2.7.1. Premium Class Travel (PCT) Categories. There are two types of PCT accommodations: first class and premium class other than first class. Hereafter, premium class, other than first class, will be referred to as business class in this AFI. When an airline flight has only two classes of service, the higher class of service, regardless of the term used, is treated as first class.

2.7.1.1. PCT accommodations may be authorized/approved on an exception basis only as outlined in the JFTR, paragraph U3125, for military personnel and their dependents and the JTR, paragraph C2204, for DoD civilian employees, their dependents, and others traveling under Invitational Travel Authorizations (ITAs).

2.7.1.2. First class travel accommodations may be authorized/approved when at least one of the criteria identified in the JTR, paragraph C2204-B3 or the JFTR, paragraph U3125-B3 is met, fully justified and documented.

2.7.1.3. Business Class travel accommodations may be authorized/approved when at least one of the criteria identified in the JTR, paragraph C2204-B4 or the JFTR, paragraph U3125-B4 is met, fully justified and documented.

2.7.2. Premium Class Travel Authorizing/Reporting Officials. PCT can only be authorized/approved on an exception basis. Authorizing/approving officials must consider each request for PCT accommodations individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. Requests that do not clearly substantiate an exceptional mission need justifying the use of PCT should be disapproved. To assist the traveler and the PCT authorizing/approving official in the request/approval process, a first class and business class decision support tool is available at the AF/ILGD web site, under Premium Class Travel Issues. NOTE: Refer also to Table 2.7.T1 at the end of this section.

2.7.2.1. Self-approval of PCT for business or first class is prohibited.

2.7.2.2. Code two and three Presidential appointees and three- and four-star general officers must now obtain business class travel approval from a person senior to the traveler in their chain of command.

2.7.2.3. The Traffic Management Flight (TMF)/Commercial Travel Office (CTO) may no longer authorize/approve first or business class travel accommodations when regularly scheduled flights between the authorized origin and destination (including connection points) provide only first class or business class accommodations. These flights must now be authorized/approved by the appropriate business or first class travel authorizing/approving authority.

2.7.2.4. First class travel accommodations. The SecAF has designated SAF/OS and SAF/US as the approval authorities for all first class travel accommodation requests, except as noted below. First class travel requests for civilian personnel will be submitted to SAF/AA for review and routing to SAF/OS or SAF/US as appropriate for consideration. First class travel requests for military personnel will be routed to AF/ILGD for review and forwarding to AF/CV. AF/CV will review and determine whether or not military requests should be forwarded to SAF/AA for approval consideration. SAF/AA will review and route to SAF/OS or SAF/US as appropriate for consideration. Note the approval authority exception at paragraph [2.7.2.9](#), below.

2.7.2.5. Business class travel accommodations. The SecAF has designated the following as business class travel authorization/approval and reporting officials. Note the approval authority exception at paragraph 2.7.2.9. below.

2.7.2.6. Air Staff and Air Force Secretariat civilian personnel forward all business class travel accommodation requests to SAF/AA. Air Staff and Air Force Secretariat military personnel will route all business class travel accommodation requests to AF/ILGD, for review and forwarding to AF/CV. AF/CV will review and determine whether or not military requests should be forwarded to SAF/AA for consideration. SAF/AA is the business class approval authority for three-star generals and below and civilian equivalents assigned to the Air Staff and the Air Force Secretariat. SAF/AA will review and forward business class travel requests for four-star general and civilian equivalents assigned within the Air Staff and the Air Force Secretariat to SAF/OS or SAF/US as appropriate for consideration. Note the approval authority exception at paragraph 2.7.2.9. below.

2.7.2.7. The MAJCOM Commander (MAJCOM CV in the absence of the CC) is the authorization/approval authority for business class travel for requests from personnel assigned to the MAJCOM. Note: Includes personnel assigned to a Numbered Air Force when traveling on Air Force business. When traveling on Joint business, requests for business-class approval are submitted in accordance with the Joint Staff approval procedures.

2.7.2.8. The AF/CV, or AF/CVA in the absence of the CV, is the authorization/approval authority for business class travel for requests from personnel assigned to Direct Reporting Units (DRUs) and Field Operating Agencies (FOAs). Requests for business class travel accommodation will be routed to AF/ILGD for review and forwarded to AF/CV for consideration.

2.7.2.9. In accordance with the JTR, paragraphs C2204-B3d (first class) and B4d (business class), and JFTR, paragraphs U3125-B3d (first class) and B4d (business class) the category "When required by mission" can only be applied in connection with Presidential, Congressional or Secretarial designated boards, commissions, task forces, and special high level invited guests (approval level is Executive Secretary, Office of the Secretary of Defense) and for the Armed Forces Entertainment (AFE) Program, (approval level is the Executive Agent for the AFE program, currently the Department of the Air Force).

2.7.3. Premium Class Travel (PCT) Approval Process. Every effort should be made to obtain approval prior to traveling. However, in cases where extenuating or emergency circumstances make advanced authorization impossible, the traveler must still obtain "after-the-fact" written authorization at the earliest possible time. In the event an after-the-fact request is disapproved, the traveler is liable for the difference in cost between the premium class and coach class air accommodations.

2.7.3.1. The designated authorization/approval officials may authorize/approve first class accommodations when at least one of the conditions in the JFTR, paragraph U3125-B3 or the JTR, paragraph C2204-B3 is met, and may approve business class accommodations provided at least one of the conditions in the JFTR, paragraph U3125-B4 or JTR, paragraph C2204-B4 is met.

2.7.3.2. To assist in the authorization/approval official in determining whether the PCT request meets the JTR/JFTR criteria, a PCT Decision Support Tool has been developed for use by the traveler, travel authorizing official (AO), and the premium class authorizing/approval official. The PCT Decision Support Tool is available at the AF/ILGD web site, under Premium Class Travel Issues.

2.7.3.3. The traveler submits the PCT request through the traveler's order authorizing official (AO) to the appropriate PCT authorization/approval authority designated above. Requests for PCT accommodation that must be approved at the AF/CV, SAF/AA, SAF/US or SAF/OS levels should be submitted as soon as the requirement is anticipated, but not less than 15 duty days prior to the desired travel date. Note: MAJCOMs, DRUs, and FOAs may want to establish PCT internal routing procedures for their organizations.

2.7.3.4. A sample request for approval of PCT accommodation due to a Disability, or Other Physical Impairment and a request for Other than a Disability, or Other Physical Impairment are available at the AF/ILGD web site, under Premium Class Travel Issues. Justification for the PCT category requests must state why PCT is necessary for mission accomplishment and not just identify the category as indicated in the JTR or JFTR. Much of the information indicated on the sample PCT request is used for the PCT reporting requirement.

2.7.3.5. The designated PCT authorization/approval authority reviews the request to ensure sufficient justification is provided to show mission necessity and justify the expenditure of additional Government funds required for the PCT. After the decision is made to approve or disapprove the PCT request, the PCT authorization/approval authority forwards the decision to the travel authorizing official (AO). If the PCT request is approved, the PCT approval authority must retain a file copy of the approved package for a period of 6 years and 3 months for audit purposes.

2.7.3.6. When the travel AO receives the PCT authorization/approval authority's decision, the AO notifies the traveler of the decision. If approved, the AO ensures that the appropriate documentation (see below for appropriate words) is entered on the travel order/authorization so the CTO can issue PCT tickets.

2.7.4. PCT Documentation Requirements.

2.7.4.1. Before the CTO can issue PCT tickets, a statement must be entered in the remarks section of the travel order/authorization indicating that PCT has been approved. The minimum information that must be entered on the travel order/authorization is:

2.7.4.1.1. The type of PCT accommodations approved. (Business or First Class.)

2.7.4.1.2. The regulatory reference in the JTR/JFTR that was used to justify the PCT.

2.7.4.1.3. The cost difference between the premium class and coach class fares (normal Government routing, YCA and other Government contract fares, etc., available).

2.7.4.1.4. The premium class approving authority, Name, Rank, and Office Symbol.

An example of required statement:

Example: Business class travel has been justified and approved based on JFTR, U3125-B4a, space is not available in coach class. The cost difference between the business class fare and the coach class fare is \$765.00. This PCT was approved by General, David Smith, HQ USAF/XXXX. Full documentation of the PCT approval is on file in the office of the PCT approving official.

2.7.4.2. For those situations, as identified in the JTR, paragraph C2000-A2a and JFTR, paragraph U2000-A2a, where "extenuating circumstances or emergency situations" prevent advance authorization/approval of premium class travel, a statement will be placed on that travel order/authorization to permit CTO ticketing. The statement must indicate the extenuating circumstance or

emergency precluding PCT authorization/approval prior to the start of travel and that authorization/approval is being or will be pursued after-the-fact. Issuance of PCT tickets by the CTO is permitted in anticipation of approval. If the authorizing/approval authority does not approve the after-the-fact PCT request, the traveler is responsible for the cost difference between the PCT transportation used and the transportation class for which the traveler was eligible. The statement must include the cost difference between the coach class and the premium class being requested and the name, rank and office symbol of the AO. The JFTR/JTR requires that after-the-fact PCT approval be completed within seven days of travel completion. It will be the responsibility of the traveler and AO to ensure that the PCT approval is obtained or that the traveler pays the difference between the travel class authorized and the travel class used.

An example of required statement:

Example: After-the fact approval for business class travel is being pursued. This is a short notice travel requirement and sufficient time is not available to obtain authorization/approval prior to travel commencement. Business class travel is being justified in accordance with JFTR, paragraph U3125-B4a; space is not available in coach class. The cost difference between the business class fare and the coach class fare is \$765.00. If the request for business class travel is not approved, the traveler is responsible for the cost difference between the business class fare and the coach class fare. The travel order/authorization, authorizing official is Lt Col, Robert Jones, 355th XXX. The CTO is authorized to provide business class tickets for this travel.

2.7.5. Premium Class Travel Reporting Requirement. All PCT must be reported to the Office of the Under Secretary of Defense (Personnel and Readiness). The first report covered the period of 1 Apr 04 through 30 Jun 04; the second report covered the period of 1 Jul 04 through 30 Sep 04. Future reports are required to be submitted semiannually, 1 Oct through 31 Mar, and 1 Apr through 30 Sep, with reports due to OUSD (P&R) 30 days after the end of reporting period. The office of the approving official must enter on the spreadsheet (copy available at the ILGD web site, under Premium Class Travel Issues) the data required for reporting up channel. Also, available at the web site is a copy of the Premium Class Travel Report Data Elements Instructions. The reports (spreadsheets) should be completed and forwarded as an email attachment to "<mailto:AFILGD.Workflow@pentagon.af.mil>", not later than 20 days after the end of each reporting period. AF/ILGD is responsible for consolidating and forwarding the Air Force report to OUSD (P&R).

2.7.5.1. 'Exceptional circumstances' may be - travel on an extremely demanding schedule, the requirement to work enroute to the TDY location, and the need to be prepared to perform official duties and properly represent the Air Force or U.S. Government immediately upon arrival.

2.7.5.2. Use of the '14-hour rule' requires that scheduled flight time (including stopovers) is in excess of 14 hours, and that the traveler be required to perform a full day (8 hours) of work immediately upon arrival at the TDY location. Business-class travel can not be approved under this rule when rest stops are approved.

Table 2.1. Air Force Premium Class Travel Approval Authorities and Reporting Officials.

Air Force Personnel Assigned to	First Class Approval Authority and Reporting Officials	Business Class Approval Authority and Reporting Officials
<u>Air Force Secretariat and Air Staff</u>	<u>Secretary of the Air Force, SAF/OS, or</u> <u>Under Secretary of the Air Force, SAF/US</u> Civilians - Submit All First Class Requests through SAF/AA Military - Submit All First Class Requests to AF/ILGD for Review and Routing through AF/CV and SAF/AA to SAF/OS or SAF/US Note: 1 & 2.	<u>SAF/OS, SAF/US, SAF/AA</u> Civilians - Submit All Business Class Requests to SAF/AA for Review and Appropriate Routing Military - Submit All Business Class Requests to AF/ILGD for Review and Routing through AF/CV to SAF/AA for Review and Appropriate Routing to SAF/OS or SAF/US Notes: 1, 3 & 4.
<u>MAJCOMs (includes AFRC and Numbered Air Forces)</u>	<u>Secretary of the Air Force, SAF/OS, or</u> <u>Under Secretary of the Air Force, SAF/US</u> Civilians - Submit All First Class Requests through SAF/AA Military - Submit All First Class Requests to AF/ILGD for Review and Routing through AF/CV and SAF/AA for Routing to SAF/OS or SAF/US Note: 1 & 2.	<u>MAJCOM/CC, MAJCOM/CV in Absence of MAJCOM/CC</u> Submit requests for Business Class Travel to the MAJCOM/CC in accordance with MAJCOM Premium Class Routing Instructions. Notes: 1, 3, & 5.

Air Force Personnel Assigned to	First Class Approval Authority and Reporting Officials	Business Class Approval Authority and Reporting Officials
<u>Direct Reporting Units (DRUs) and Field Operating Agencies (FOAs)</u>	<u>Secretary of the Air Force, SAF/OS, or</u> <u>Under Secretary of the Air Force, SAF/US</u> Civilians - Submit All First Class Requests through SAF/AA Military - Submit All First Class Requests to AF/ILGD for Review and Routing through AF/CV and SAF/AA to SAF/OS or SAF/US Note: 1 & 2.	<u>AF/CV, AF/CVA in Absence of AF/CV</u> Submit All Business Class Requests to AF/ILGD for Review and Forwarding to AF/CV for Consideration. Follow DRU, FOA Internal Premium Class Travel Routing Instructions. Notes: 1 & 3.
<u>Air National Guard</u>	<u>Secretary of the Air Force, SAF/OS, or</u> <u>Under Secretary of the Air Force, SAF/US</u> Civilians - Submit All First Class Requests through SAF/AA Military - Submit All First Class Requests to AF/ILGD for Review and Routing through AF/CV and SAF/AA to SAF/OS or SAF/US Note: 1 & 2.	<u>NGB/CF, AF/CV in the Absence of NGB/CF</u> Submit requests for Business Class Travel to the NGB/CF in Accordance with ANG Premium Class Routing Instructions. Notes: 1, 3, & 6.

NOTES:

1. Premium class travel authorizing/approving officials may not approve their own premium class travel accommodations. Authorization/approval must be obtained from a senior flag officer or civilian equivalent. Example: A four-star MAJCOM commander has business class approval authority for those within the MAJCOM on an exception basis and when the travel

- request meets the established criteria in the JFTR/JTR. However, MAJCOM commanders must submit their own business class travel requests to AF/CC or AF/CV, as appropriate.
2. Civilian requests for first class travel will be submitted to SAF/AA. SAF/AA will review requests prior to forwarding to SAF/US or SAF/OS as appropriate. Military member requests for first class travel will be submitted to AF/ILGD. AF/ILGD will review requests and forward to AF/CV for review and forward to SAF/AA who will review and forward to SAF/US or SAF/OS for approval consideration.
 3. The authorization/approval authority for business class travel may be delegated no lower than to a two-star general officer or civilian equivalent level, and the approving official must be senior in the reporting chain to the requester. Therefore, if the indicated approval authority is not a two-star general officer or civilian equivalent or higher and senior in the chain of command, the request must be forwarded up the chain of command for appropriate approval.
 4. Civilians assigned to the Air Staff and Secretariat will submit business class requests to SAF/AA. Military member requests for business class travel will be submitted to AF/ILGD. AF/ILGD will review requests and forward to AF/CV for review and forwarding to SAF/AA who will in turn review and as appropriate forward to SAF/US or SAF/OS for approval consideration. SAF/AA is the business class approval authority for three-star generals and below, and civilian equivalents assigned to the Air Staff and Secretariat. SAF/OS and SAF/US are the business class approval authorities for four-star generals and civilian equivalents assigned to the Air Staff and Secretariat.
 5. For personnel traveling on Air Force business, MAJCOM/CCs, and MAJCOM/CVs in the absence of the MAJCOM/CC, have business class approval authority for personnel under their command, including personnel assigned to numbered air forces. When personnel travel on Joint business, requests for business class travel approval are submitted in accordance with Joint staff or command approval procedures.
 6. The Air National Guard Director (NGB/CF) has business class approval authority for personnel assigned to the ANG. In the absence of the NGB/CF, requests for business class travel will be forwarded through AF/ILGD to AF/CV for business class travel approval consideration.
- 2.7.6. Codes two and three Presidential appointees, and three- and four-star generals may self-authorize/approve business-class accommodations when traveling TDY overseas and when at least one of the conditions identified in the JFTR or JTR for business-class travel are met. This authority extends to the principal traveler only and does not constitute blanket approval authority. Travel within the CONUS must be by coach-class only.
- 2.7.6.1. Senior travelers must personally approve business-class air accommodation by providing written justification in accordance with the JFTR or JTR. The approval authorization must state which of the eight circumstances stated in these regulations apply. The senior traveler must sign the authorization reflecting their decision requiring the use of business-class travel.
 - 2.7.6.2. Disposition of the signed authorization is as follows: The Senior traveler's duty section must keep the original signed copy on file. A copy must be provided to the TMF/CTO when tickets are purchased or picked up. A copy must be filed with the travel voucher on completion of travel.

2.7.6.3. The orders approving official must include the rationale for business-class air accommodations in the remarks section of the TDY orders.

2.7.7. Commanders (CV in absence of CC) of MAJCOMs commanded by a three- or four- star general (Headquarters, Air Combat Command; Headquarters, Air Mobility Command; United States Air Forces in Europe; Pacific Air Forces; Headquarters, Air Force Materiel Command; Air Education and Training Command; Headquarters, Air Force Space Command; Headquarters, Air Force Special Operations Command; and Headquarters, Air Force Reserve Command) may authorize/approve business-class air accommodations for individuals under their command when the request meets at least one of the circumstances identified in the JFTR or JTR. If approved the orders approving official must include the rationale for approval in the remarks section of the TDY orders.

2.7.7.1. MAJCOM Transportation Directorates or equivalent must staff business-class air accommodation requests for authorization/approval to the MAJCOM Commander. All requests must be kept on file for two years. An informational copy of all requests (including those authorized/approved) shall be sent to the Air Force Director of Transportation, Headquarters U.S. Air Force, 1030 Air Force Pentagon, Washington, DC 20330-1030.

2.7.7.2. Requests originating at base level must be submitted from the traveler through his/her unit commander to the Wing/Center Commander (or equivalent) to which the traveler reports. After endorsement, the TMO or equivalent must submit to the traveler's MAJCOM Transportation Directorate or equivalent for staffing. After staffing, the MAJCOM Transportation Directorate or equivalent must forward to the MAJCOM Commander for authorization/approval.

2.7.8. For MAJCOMs commanded by less than a three-star general, requests for business-class accommodations require authorization/approval by AF/CV.

2.7.8.1. Requests originating at base level must be submitted from the traveler through his/her unit commander to the Wing/Center Commander (or equivalent) to which the traveler reports. After endorsement, the TMO or equivalent must submit to the traveler's MAJCOM Transportation Directorate or equivalent for staffing. After staffing, the MAJCOM Transportation Directorate or equivalent must forward to the MAJCOM Commander. All requests must be signed by the MAJCOM Commander (CV in CC's absence), before forwarding through Command/Air Staff channels to HQ USAF/ILT for further staffing to the AF/CV for authorization/approval.

2.7.8.2. Use the format in paragraph 2.7.12. when submitting requests. Requests must arrive at HQ USAF/ILT as soon as the requirement is anticipated, but not less than 20 duty days prior to desired travel date.

2.7.9. Business-class accommodation requests originating within a Direct Reporting Units (DRUs) or Field Operating Agencies (FOAs) the DRU/FOA CC or Director (second in command in the absence of the primary) must sign the request and submit through the two-letter principal on the Air Staff for endorsement. The request must be forwarded to HQ USAF/ILT and AF/CV (in turn) for staffing and authorization/approval. If the DRU/FOA does not align under a two-letter principal, the request must be sent to HQ USAF/ILT for staffing for AF/CV authorization/approval.

2.7.9.1. Use the format in paragraph 2.7.12. when submitting requests. Requests must arrive at HQ USAF/ILT as soon as the requirement is anticipated, but not less than 20 duty days prior to desired travel date.

2.7.10. Business-class accommodation requests originating within the Secretariat must be submitted through the traveler's supervisory chain to the appropriate Deputy Under Secretary or Assistant Secretary for review/consideration. The traveler's two-letter principal (deputy in principal's absence) must sign the request before forwarding to the SAF/US for authorization/approval.

2.7.10.1. Use the format in paragraph 2.7.12. when submitting requests. Requests must arrive at SAF/US as soon as the requirement is anticipated, but not less than 10 duty days prior to desired travel date.

2.7.11. Business-class accommodation requests originating within the Air Staff must be submitted through the traveler's two-letter principal to HQ USAF/ILT and AF/CV (in turn) for staffing and authorization/approval. The traveler's two-letter principal (deputy in principal's absence) must sign the request.

2.7.11.1. Use the format in paragraph 2.7.12. when submitting requests. Requests must arrive at HQ USAF/ILT as soon as the requirement is anticipated, but not less than 20 duty days prior to desired travel date.

2.7.12. Requests for first-class and business-class accommodations must be forwarded to the appropriate authorization/approval level in advance of travel as specified above. As a minimum, requests must include:

2.7.12.1. Type of premium-class travel being requested (first-class or business-class)

2.7.12.2. Proposed/actual travel times and dates (as applicable)

2.7.12.3. Destination and itinerary

2.7.12.4. Full justification, to include the JFTR or JTR circumstance used to request premium-class travel

2.7.12.5. Per diem savings (if any)

2.7.12.6. Cost difference between premium-class and coach-class

2.7.12.7. All necessary documentation (tickets, travel notification, travel orders, medical certificate, etc.)

2.8. Family Member/Spouse Travel. As a general rule, a family member may not travel at government expense with a sponsor who is traveling on official business (TDY). However, travel is permitted under certain circumstances. For the most part the Air Force limits family member travel to spouses. Because spouse travel is a highly visible and sensitive area, it requires judicious application with a thorough review at each level of command. Precedent setting requests require a high level of scrutiny and it is encouraged to coordinate through the respective legal office. Requests for spouse travel at Government expense must show there is an unquestionably official function in which the spouse/family member is actually to participate in an official capacity or it must be deemed in the national interest because of diplomatic or public relations benefit to the country (See DoDD 4500.56, enclosure 2, paragraph E2.5.). Both commercial and MilAir authorization/approval must be supported with Invitational Travel Orders (ITOs) ordinarily authorizing reimbursement of transportation costs only. Travel by MilAir is allowed on a mission non-interference basis. The authorizing/order-issuing official may authorize/approve transportation. A Vice Commander cannot approve his or her own spouse/family member travel. Neither may the Vice Commanders approve MAJCOM Commander spouse/family member travel. Four-star general officers

may self-approve as outlined in DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*, but AFSOC and AFRC Commanders will still require AF/CV approval for travel of their own spouse/family member. In the limited instances per diem or other actual expenses are to be paid, the CSAF must grant prior approval. Per diem and other expense allowances may be authorized by CSAF if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role (See JTR/JFTR, Appendix E, paragraph 13.c). No travel arrangements may be made for spouse travel until approved by the proper authority.

2.8. (AFRC) Family Member/Spouse Travel. In light of the exceptional nature of spouse travel at government expense, AFRC requestors seeking approval of such spouse travel are required to review paragraph 2.8. of this AFI in its entirety prior to submitting requests to AFRC/CC or CV. The request must fully justify spouse travel at government expense in accordance with the guidance contained therein. Requests for approval must:

include a separate memo stating the expected cost of the requested travel and containing complete justification; and,
state the benefit government-funded spouse travel will provide to DoD, the Air Force, and/or AFRC and its members; and,
demonstrate with specific details (including sufficient and complete facts related to the event) exactly how the requested spouse travel clearly meets one of the two alternate bases for approvable spouse travel with reference to the specific guidelines below: “actual participation in an official event” (para 2.8.1., below), or, “diplomatic or public relations benefit to the nation” (para 2.8.2. & 2.8.3., below); and
include a written legal review from the requestor’s supporting Staff Judge Advocate and concurrence of the requestor’s immediate commander (and, where applicable, similar legal review and command concurrence at AFRC NAF-level); and,
state any, known detriment which would result if the request for spouse travel at government expense is disapproved; and,
be submitted to AFRC/CC or CV as far in advance of the requested spouse travel as possible, but routinely not less than 15 days prior to the intended travel date.

2.8.1. Guidelines for approving spouse travel at Government expense based on actual participation in an official event.

2.8.1.1. Requests for a spouse’s attendance at conferences, events, visits or tours is not on its own merit sufficient justification for spouse travel at Government expense. To meet the criteria for “actual participation” the spouse must actually confer with DoD officials on official DoD matters in a manner directly benefiting the AF through an exchange of substantive information, advice and/or guidance.

2.8.1.1. (AFRC) Requests seeking AFRC/CC or CV approval for spouse travel based upon the “exchange of substantive information, advice, or guidance” with “DoD [USAF, or other officials] on official matters” must include a statement that the spouse agrees to submit an after-action report (as soon as practicable upon the spouse’s return to the home unit), for forwarding to AFRC/ CV, which describes the substantive information involved and, when applicable, describes the expected home unit forum at which the spouse will convey acquired information.

2.8.2. Guidelines for approving spouse travel based on a diplomatic or public relations benefit to the nation. There may be functions when it is in the best interest of the nation to have a spouse participate. However, the issues or audiences must transcend AF only interests. The term “national interest” infers some broader interest than that of the military departments or the DoD.

2.8.3. Examples of events having a diplomatic or public relations benefit to the nation.

2.8.3.1. Travel requests may include trips to functions with government officials of foreign countries, including travel of spouses to act as escorts for spouses during CSAF counterpart visits or attaché visits, and meeting with officials of the foreign ministry, defense ministry and foreign air force. Public relations events include visiting with local officials where AF personnel are stationed. It may include travel within the U.S. when the spouse accompanies the AF official to public relations functions, which include spouses of local officials and/or civic leaders.

2.8.3.2. A spouse’s participation in a social event attended only by DoD or Air Force officials is not sufficient justification for travel at government expense.

2.8.3.3. When local officials or civic leaders will be present, visits to DoD schools, hospitals, day-care facilities, family service centers, family housing areas, housing management offices, commissary or exchange facilities.

2.8.3.4. Representing the military family at key civic events.

2.8.4. Invitational travel orders (ITOs). In all instances of spouse travel, after the authorizing authority approves spouse travel, the requesting organization will issue ITOs in accordance with AFI 65-103 *Temporary Duty Orders*, the JFTR, or the JTR, Appendix E, funding transportation only. A specific approval request must be generated for each instance of spouse travel. The invitational travel order will be personally signed by the sponsor. “Blanket” ITOs may not be issued. Documentation to include justification for all spouse travel approval will be retained for two years.

2.8.4.1. Include the following statement in the invitational travel order as specified in JTR, Part 1, Appendix E., “This order authorizes the dependent to accompany the sponsor to attend an official function. It does not entitle the dependent to per diem or other expense allowances. If the dependent does not desire to bear the expenses, this order is canceled.”

2.8.5. Four-star generals officers are authorized to approve their own spouse’s travel when the travel meets the criteria of this AFI.

2.8.6. MAJCOM Commanders/Vice Commanders may approve spouse travel for personnel assigned to their command when the travel meets the criteria of this AFI. 2.8.6.1. through 2.8.6.5. are examples of spouse travel deemed to meet the criteria for unquestionably official travel. **Note:** A Vice Commander cannot approve a spouse travel request for his or her own spouse in the absence of the MAJCOM/CC. (Only four-star general officers may self-approve as outlined in DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*. AFSOC and AFRC Commanders will still require AF/CV approval for travel of their spouse).

2.8.6. (AFRC) Requests seeking AFRC/CC or CV approval for spouse travel at government expense must cite the particular sub-paragraph of this AFI (paras 2.8.6.1. through 2.8.6.6., below) which the requestor is using to show the type of spouse travel involved in the request, in addition to satisfying the requirements of AFRC supplementary para 2.8., above.

In the absence of advance AFRC/CC or CV approval of spouse travel to an event (e.g., AFRC Commanders Annual Conferences), a request must also explain how the applied sub-paragraph justifies the particular request, including compliance (or explanation for non-compliance) with any conditions or guidelines contained in the applicable sub-paragraph (for example, “**2.8.6.1.** Spouse travel visits *should be limited to host/wing bases subordinate to the NAF, and it is encouraged to involve more than one base per trip.*” Any request applying para **2.8.6.1.** as the reason for CC or CV approval must address the two “limitations” shown in italics.) All requests for approval must comply with the detailed requirements of para **2.8.** of this supplement, above

If requested spouse travel is to an event sponsored or conducted by a non-AFRC entity (e.g., a conference, “Rally”, or event held or hosted by another USAF MAJCOM, military service or federal agency), but AFRC is expected to fund the spouse travel (if approved), the request for AFRC/CC or CV approval must include any, available documentation showing that the sponsoring entity has invited the spouse. Further, the request will indicate whether or not a non-AFRC “spouse travel approval authority” has been requested to or has already approved spouse travel for AFRC invitees to the non-AFRC event.

2.8.6.1. Spouse travel for Numbered Air Force (NAF) Commander’s spouse may be approved for visits to NAF bases. Spouse travel visits should be limited to host wing/bases subordinate to the NAF, and it is encouraged to involve more than one base per trip.

2.8.6.2. Spouse travel may be approved for MAJCOM Commander/Command Chief Master Sergeant Annual Conferences. Spouse travel for this event should be limited to one trip per fiscal year.

2.8.6.3. Spouse travel may be approved for Squadron Commander Orientation Conferences when the sponsor of the spouse attending is a current squadron commander and has at least 12 months of tenure remaining. Only one trip to the commander orientation conference should be authorized during the sponsor’s tenure as a squadron commander.

2.8.6.4. Spouse travel may be approved for Professional Development Programs and should be limited to no more than two events per year each for the officer professional development program and the enlisted professional development program.

2.8.6.5. Participating in DoD or service component training courses, conferences, or seminars supporting family readiness as a “subject-matter expert” (e.g., the spouse is qualified to speak/train by virtue of his/her education in a particular subject.)

2.8.6.6. At the discretion of the MAJCOM/CC/CV, other similar spouse travel events may be approved when the travel meets the criteria of this AFI.

2.8.7. Selected three-star generals officers (5AF/CC, 7AF/CC, 11AF/CC and 16AF/CC) serving as combined commanders are authorized to approve their own spouse travel when acting in the role of the combined commander when the travel meets the criteria of this AFI. When acting in their AF role, these commanders must submit their spouse travel requests IAW paragraph **2.8.6.** (also see DoD 4515.13-R Enclosure 2)

2.8.8. Spouse travel requests not under the cognizant authority of a commander specified above must be forwarded through command/air staff channels to AF/CV (provide information copy to HQ USAF/

ILT for staffing) for authorization/approval. Requests should be submitted as soon as the requirement is anticipated, but not less than 20 duty days prior to the desired travel date. When submitting requests to the AF/CV, the MAJCOM commander (CV in CC's absence) must sign all requests. Full justification is required for all requests and must meet the criteria of this AFI.

2.9. Family Member/Spouse Travel to Award Ceremonies.

2.9.1. MAJCOM commanders and vice commanders may approve spouse travel for spouses of award recipients to attend a major award ceremony (i.e., Presidential award ceremony, or an annual agency or major organizational component ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization). When family member/spouse travel to attend an award ceremony is approved, an Invitational Travel Authorization (ITA) will be issued. Only transportation costs will be funded; per diem will not be paid.

2.9.1.1. If there is no spouse or the spouse is unable to attend, the recipient may elect to invite one family member to attend the ceremony. When family member travel to attend an award ceremony is approved, an ITA will be issued. Only transportation costs will be funded; per diem will not be paid. See JTR, Appendix E, Part I for further guidance.

2.9.1.2. When the family member/spouse is an Air Force uniformed service member or Air Force Civil Service employee and family member/spouse travel is approved, a TDY order will be issued rather than an ITA.

2.9.1.3. When an individual who is neither an Air Force member nor an Air Force Civil Service employee is selected as an award recipient, the recipient and family member/spouse may travel on an ITA to attend the presentation ceremony. See JFTR/JTR, Appendix E, for guidance and limitations on travel reimbursements.

NOTE: Family members and spouses traveling to an award ceremony are not required to meet the participation requirements stipulated in this AFI, Paragraph [2.8](#).

2.9.1.4. Verne Orr Award

2.9.1.5. Joan Orr Air Force Spouse of the Year Award

2.9.1.6. Lance P. Sijan USAF Leadership Award

2.9.1.7. Koren Kolligian Trophy

2.9.1.8. Collier Trophy

2.9.1.9. Cheney Award

2.9.1.10. Aviator's Valor Award

2.9.1.11. Mackay Trophy

2.9.1.12. General Thomas D. White USAF Space Trophy

2.9.2. Instructions for these award programs are in AFI 36-2805, *Special Trophies and Awards*. The two different categories of travelers are defined as:

2.9.2.1. Air Force uniformed service members or Air Force civilian personnel selected for an award listed in AFI 36-2805 can attend the presentation ceremonies at government expense. When

a unit is selected to receive an award, the unit commander normally attends the presentation ceremony to accept the award on behalf of the unit.

2.9.2.2. When individuals who are neither Air Force uniformed service members nor Air Force civilian personnel are selected as award recipients, the recipient and spouse may travel on invitation travel orders to attend the presentation ceremony. **NOTE:** Refer to the JTR/JFTR, Appendix E for instructions and limitations on travel reimbursements for members and employees and for invitation travel orders for family members and non-Department of the Air Force civilians.

Chapter 3

TRAVEL PROCEDURES

3.1. Dual Commitment Transportation. DoD passengers in CONUS must use commercial transportation except when military transportation is essential to meet training or mission requirements or when opportune capability is generated as a result of training or logistics support requirements. Commercial transportation must not be requested or scheduled unless all actions to obtain MilAir have been terminated. Commercial air reservations must not be made to backup individual or group travel requests if MilAir is scheduled. Mission requirements must be the determining factor when using commercial air. Advise travelers to cancel MilAir or commercial air reservations in advance. Penalty fees may apply on some fare basis offered by commercial airline carriers.

3.2. Group movements. For the purpose of this AFI group travel is considered two or more passengers on the same mission, departing on the same flight and arriving on the same flight. Most airlines define a group as 10 or more passengers leaving from one point and arriving at the same point on the same flight. Booking individual reservations in order to by-pass group booking procedures is in violation of airline tariffs and is not acceptable under any circumstances. TMFs have authority to route any size group except those requiring the purchase of a full planeload charter.

3.2.1. When available, groups of 20 or less passengers may use the GSA Airline City Pair Program. Groups of 10-20 passengers using city pair fares must book through the carrier's group booking office.

3.2.2. When city pair fares are NOT available for groups of 10 or more and when City Pair flights are available for groups of 21 or more passengers (non-mandatory city pair users), but less than a planeload, it is recommended that commercial airline reservations for the group travel be made through USTRANSCOM/GOPAX: TCJ3, DSN: 779-1333/CML 618-229-1333, FAX DSN: 576-8429/CML 618-229-8429 or by contacting the airline's group travel help desk for rate quotes. Additional information on arranging group moves can be found in DoD 4500-9R, Part I, Chapter 104, paragraph F.

3.2.3. Under the GSA Airline City Pair Program agreement and the Military Air Transportation Agreement (MATA) airlines may impose group travel cancellation penalties for late passenger cancellations and no-shows. Conditions and penalty fees that may be imposed can be found in the GSA Airline City Pair Program contract solicitation, and in the MATA. The MATA can be viewed through the HQ AMC Contract Airlift Division (DOY) web site <https://public.scott.af.mil/hqamc/do/DOY.htm> and the GSA City Pairs Contract Solicitation can be viewed at <http://www.eps.gov/spg/GSA/FSS/FCS/FCXB-C2-0100001-N/Attachments.html>. Extracts of the GSA City Pair Program Group Travel policy and contract solicitation and links to the HQ AMCDOY web site can be viewed at the HQ USAF/ILTT, Passenger Team web site (<http://www.il.hq.af.mil/ilt/iltt/pax1.html>).

3.2.4. It is recommended that group travel flight arrangements be charged to the Centrally Billed Account (CBA) to preclude individuals from facing the consequences of obtaining reimbursement on their Individually Billed Account (IBA).

3.3. Leave-In-Conjunction with Official (LICWO) Travel. When a traveler is taking leave-in-conjunction with official TDY travel, the use of government contract airfares (e.g., YCA, _CA) and other

government fares (e.g., YMZ, MMZ, MDG, LDG, etc.) are strictly prohibited to and from leave points. These fares are offered by the airline industry for official travel purposes only, not for unfunded leave travel. Most airlines offer military members special or discount leave fares. The traveler must schedule all official travel through the TMF/CTO to ensure appropriate routing and reimbursement. The TMF must establish and publish local procedures for obtaining LICWO travel services based on their CTO contract and the method used for travel arrangements and ticketing.

3.3.1. The Air Force currently has two primary methods for providing leisure travel services associated with LICWO travel.

3.3.1.1. Leisure travel services may be provided by the Leisure Travel CTO on base. In this situation the Leisure Travel CTO has exclusive rights to provide leisure travel services on the base. In the Air Force, this method is being phased out, eliminating the on base leisure travel CTO. The leisure travel CTO is being replaced by the Services' Information, Ticket and Travel (ITT) office.

3.3.1.2. When the ITT office is established on base, the Official Travel CTO can provide arrangements and ticketing for both the leisure and official travel for both the traveler and family members traveling on same day/days as official travel, when requested by the official traveler. However, it is strictly the individual's choice to arrange LICWO with the official CTO. The traveler may also elect to make leisure travel arrangements through the ITT office.

3.3.2. When the desired LICWO travel involves deviating from normal routing for the official travel, the TMF/CTO and FM must issue a LICWO travel memo (**Attachment 5**) to the traveler allowing them to self-procure one-way or roundtrip tickets, whichever benefits the member, when approved in advance. The memo must identify Government costs limits for the official portion of the trip, and precludes problems with the traveler obtaining proper reimbursement.

3.4. Government Travel Card (GTC). Air Force members and employees are authorized at commander-approved locations to procure official travel services through the CTO using the IBA. MAJCOMs may direct the method of payment for their respective bases. When IBAs are used, the TMF/CTO must record the authorized/official travel cost on the passenger name record (PNR) to facilitate reimbursement. The TMF must provide written notification to the traveler or the finance services office (FSO) when directing procurement of airline tickets from a source other than the CTO. TMFs, in conjunction with the CTO and FSO, must establish local procedures for the use of an IBA and CBA.

3.5. International Travel. To arrange routes and reservations, the TMF/CTO routes the traveler IAW the AMC Channel Sequence Listing, MTMC Routing Guide for DoD International Air Travel, Transportation Facility Guide (<http://www.mtmc.army.mil>), GSA Airline City Pair Program, DoD 4500.54-G (<http://www.fcg.pentagon.mil>) and other appropriate industry publications and service directives.

3.5.1. The TMF/CTO must obtain reservations from the AMC Passenger Reservation Center (PRC) by telephone or via GATES for international travel when available. If military or AMC contracted air transportation is not available, the TMF/CTO must route travelers using the GSA Airline City Pair Program fares (when available) over the normally traveled route between the closest international airport serving the old or new PDS, the official TDY location, or the designated privately owned vehicle (POV) port or vehicle processing center. Members may select an alternate international airport between the losing and gaining duty stations; however, this constitutes circuitous travel (PCS only) and must be processed IAW paragraph **3.10**. Travel reimbursement must not exceed the constructive costs between the old and new duty stations.

3.5.2. A 10-day travel window is required for all PCS travelers; however, a 14-day window is recommended for members traveling with pets. For all other types of official travel (except emergency leave, short-notice, humanitarian travelers, retirements, etc.), it is highly recommended that each TMF/CTO establish a travel window to ensure maximum utilization of available resources such as Patriot Express missions without mission degradation.

3.5.3. To establish a uniform entitlement for official travel cost comparisons, use the priority order of precedence for passenger airlift provided in paragraph 2.3. Guidelines in the following paragraphs establish the recommended primary ports for PCS, TDY and other transoceanic travel such as: circuitous travel, early return of dependents, student travel, etc. These guidelines do not apply to emergency leave.

3.5.3.1. For travel to and from Pacific Air Force's (PACAF) installations, use either Seattle or Los Angeles International Airport AMC channels if available and if it meets mission requirements. If AMC is not available, use GSA city pairs. If city pair fares are not available use the best value commercial airfare that meets mission requirements.

3.5.3.2. For travel to and from United States Air Forces in Europe (USAFE) and United States Central Command (USCENTCOM) installations, use either Baltimore-Washington International or Atlanta International Hartsfield Airport, AMC channel, if available, and if it meets mission requirements. If AMC is not available, use GSA city pairs. If city pair fares are not available use the best value commercial airfare that meets mission requirements.

3.5.4. Travelers may request a rest stop on international flights at the CONUS/OCONUS port of entry in connection with official travel. Rest stops may be requested for international travel when offered by the airline carrier and travel is conducted over the normally traveled route. A rest stop must not exceed 24 hours. Travelers must not be routed circuitously to take advantage of a rest stop. See JFTR, par. U4300-C and D and JTR, par. C1058.

3.6. Excess Cost Collection for Official Travel . AMC fares, GSA Airline City Pair program fares or other government fares when available, are the primary method for determining official travel cost. Fares must be based on the air service available at the time of request (e.g., how much the travel cost would have been if the TMF/CTO had booked the travel). When the IBA is used, the traveler submits a voucher for reimbursement of authorized government travel costs only. When a CBA or GTR (SF 1169) is used and a member's travel request exceeds the authorized government cost, the TMF/CTO must initiate a DD Form 1131, **Cash Collection Voucher** or DD Form 139, **Pay Adjustment Authorization**. These forms may be viewed at <http://web1/whs.osd.mil/>. Government constructive costs should be on the PNR and filed with travel voucher as appropriate for the following:

- 3.6.1. Circuitous travel.
- 3.6.2. DoD civilians space-required emergency leave (cash reimbursement basis).
- 3.6.3. Noncommand sponsored dependents, (AMC airlift or travel only).
- 3.6.4. Consecutive overseas tours (COT)/In-place (IPCOT).
- 3.6.5. Renewal agreement travel (RAT).

3.7. Permanent Change of Station (PCS) Travel. The local military personnel flight (MPF) or civilian personnel flight (CPF) identifies all PCS travel needs for military members, civilian employees and their

dependents, and submits the port call request on an AF Form 1546, **Request for Flight Surface Reservations**, or a locally generated form, to the servicing TMF. This request should be submitted NLT 90 days prior to the member's projected departure date. The TMF/CTO secures travel reservations and provides confirmed flight or ship information back to the servicing MPF or CPF.

3.7.1. It is Air Force policy to offer PCS travelers confirmed port call reservations optimally 60 days and minimally 45 days prior to departure from the old PDS. Delays may impose personal hardships for service members or civilian employees and their family members. When the AMC Passenger Reservation Center (PRC) is unable to confirm a reservation within a reasonable period of time or the member begins to experience hardships associated with not having a confirmed port call, the TMF should obtain commercial airline reservations to meet mission requirements. However, the TMF must ensure that DoD 4500.54-G or other directives do not otherwise restrict such travel. The guidelines for order of precedence must be followed.

3.7.2. The gaining and losing commanders are responsible for de-conflicting reporting dates for members to maximize use of Patriot Express missions. The MPF provides PCS data sheets to both commanders and if signed by the losing commander, the port call may be changed and processed. The MPF or CPF initiates changes or cancellations for all port calls.

3.7.3. When concurrent travel is authorized, it must be included in the member's PCS order. Family members with concurrent travel approval in their sponsor's PCS orders, but electing to delay their travel over 120 days after the member departs, lose their concurrent travel status and non-concurrent dependent travel orders must be published by the servicing MPF.

3.7.4. All Air Force members, Air Force civilians, and family members are required to obtain government-procured transoceanic travel through the TMF/CTO. TMF/CTO must use DoD owned, -controlled or -contracted aircraft move travelers to, from and within overseas areas, when available. Self-procurement of transoceanic official travel is not authorized unless specifically approved prior to travel.

3.8. Early Return of Dependents (ERD) Travel (JFTR, par. U5900 and JTR par. C7003-D). The installation commander may authorize return of OCONUS command-sponsored dependents or the commanding officer designated by the Service Secretary concerned. Normally, requests are initiated by the sponsor and subject to approval on a case-by-case basis. Travel entitlement is limited from OCONUS to the place specified in the travel order.

3.9. Noncommand Sponsored Dependents. Reference DoD 4515.13-R, Chapter 2, paragraph C2.2.3.2.

3.10. Circuitous Travel (JFTR, par. U5116-E and JTR, pars. C2206 and C3104-Dle). The Air Force defines circuitous travel as any route other than the one that would normally be prescribed by the TMF between places listed in members travel orders (JFTR and JTR, Appendices A). Members requesting circuitous travel are required to pay excess costs (if any) compared to the cost the government would have paid over the TMF/CTO prescribed travel route. Use [Attachment 3](#) to make your request. The following are guidelines and examples for approval of circuitous routing:

3.10.1. Military members and their command-sponsored dependents may obtain approval for circuitous travel in connection with PCS travel (including separations and retirements) to, from, between and within OCONUS areas only. The circuitous routing authorization does not extend to other types of official travel (e.g., TDY, student travel, renewal agreement travel, emergency leave, etc.).

3.10.2. Command-sponsored dependents may accompany the member on the approved circuitous route or travel independently.

3.10.3. The authorizing official may approve circuitous travel for any travel performed on ERD, IPCOT, and deferred COT travel orders. If orders are generated through MPF, members must formally apply for circuitous travel. If generated at the unit level, member must obtain unit commander's approval prior to requesting travel. The TMF/CTO must ensure circuitous travel routing is authorized in orders before issuing travel documents.

3.10.4. Circuitous routing must not be used to relocate dependents overseas when the sponsor is assigned to a restricted, remote or isolated area. **NOTE:** This does not apply to designated-location moves.

3.10.5. Space-available travel may be used in conjunction with space-required travel as long as space-available travel does not substitute for any single leg for which the traveler has a space-required entitlement. Reference DoD 4515.13-R, Chapter 6.

3.10.6. Travelers assume responsibility for all costs exceeding the normally prescribed route by local TMF/CTO.

3.10.7. Authorized travelers may self-procure all commercial tickets, including the transoceanic portion in accordance with the approved (indicated in orders) circuitous routing. Reimbursement must be limited to the cost of normal direct point-to-point routing for official travel. Reference paragraph 2.4. for foreign-flag carrier rules.

3.10.8. Requesting and processing circuitous travel. To apply for circuitous travel, the member must formally submit a request for application through the MPF to the TMF/CTO.

3.10.8.1. Members stationed overseas must submit circuitous travel request at least 120 days before their Date of Eligibility for Return from Overseas (DEROS).

3.10.8.2. Members departing CONUS for overseas assignment should submit circuitous travel request, at a minimum, 90 days before departure and prior to issuance of orders.

3.10.8.3. Circuitous travel may be approved when it is in the best interest of the member's morale and welfare, and the applicant indicates that he/she has sufficient funds to defray the costs of that part of the travel, which the government does not pay.

3.10.8.4. The TMF/CTO must perform a cost comparison from the old PDS to the new PDS or TDY enroute versus the circuitous route, and recommend approval of request on an individual basis. The TMF must then forward the information to the member's MPF for final authorization and inclusion in the member's PCS travel orders.

3.10.9. Approval authority for circuitous travel resides with the servicing MPF with assistance being provided from the TMF/CTO. The TMF/CTO must calculate the cost comparison and provide it to the MPF. The servicing MPF places the approved authority for circuitous travel in the member's PCS travel order. See [Attachment 3](#).

3.10.10. The member is responsible for the following:

3.10.10.1. When circuitous travel is desired, ensure approval is annotated in PCS orders (including ERD, IPCOT and deferred COT) prior to traveling.

3.10.10.2. Travelers may procure circuitous travel from the CTO, or directly procure airline tickets from other source when approved by the TMO. The MPF must place a statement in the orders authorizing self-procurement.

3.10.10.3. If the member is authorized circuitous travel and chooses to travel by other modes (e.g., ship, rail, etc.), the member will receive reimbursement up to the authorized cost of the normal route as stated in the PCS travel order (including ERD, COT, and deferred COT).

3.10.10.4. Travel time in excess of normal routing is chargeable as leave.

3.10.10.5. The member and/or their dependents are responsible for complying with all border clearance requirements outlined in the DoD 4500.54-G for countries visited.

3.10.10.6. The member and/or their dependents must maintain copies of all travel documents to support voucher requests for reimbursement up to the government cost.

3.10.10.7. Transoceanic travel must be by U.S. flag carrier or by foreign flag carrier under a US code-share agreement. For more information on foreign-flag carriers see paragraph 2.4.

3.10.10.8. Reimbursement for travel on a foreign flag carrier is authorized if U.S. flag carriers are not available on the direct/normal route and not available on the circuitous route between the old and new permanent duty stations. (See JFTR, par. U5116-E3 and JTR, pars. C2204-B and C2205-F) **NOTE:** TMF/CTO must provide non-U.S. flag carrier availability statement prior to dates of travel.

3.11. Consecutive Overseas Tour (COT) and In-Place COT Travel (JFTR, par. U7200). Eligible members and their dependents are authorized travel and transportation for leave, at government expense, between COT or IPCOT. Air Force members and family members may travel to their home of record (HOR) or to any other point not to exceed the cost of travel to the HOR. Because this is Government funded travel, use of GSA Airline City Pairs Program is authorized. The use of tour packages is prohibited. Tour packages are expressly for leave travel and are not to be procured with appropriated funds. Members should visit their local MPF to determine COT entitlements and eligibility.

3.12. Transoceanic Travel by Ship (DoD 4500.9-R; JFTR, par. U3130; and JTR, par. C2205). The TMF must book travel on Military Sealift Command (MSC) controlled ocean-going ships through HQ MTMC/MTOPT-CP when they are authorized and available. On ships with two or more accommodation classes, use the lowest class accommodations available.

3.12.1. Military dependents may use ship transportation at government expense for PCS travel when they have verification of a medical condition precluding travel by air. Military members may accompany their dependents when any one of the dependents is approved to use surface travel. If the verification is from a civilian physician, a government physician must also verify the need for surface travel.

3.12.2. Civilian employees or their dependents may use ship transportation at government expense for PCS travel when they have verification of a medical condition precluding travel by air. If the verification is from a civilian physician, a government physician must also verify the need, for ship travel.

3.12.3. The orders-issuing authority or authorizing official must include authorization for ship movement in the travel order. The TMF/CTO must instruct travelers to meet the port call and have pass-

ports, visas, immunization records, etc., in their possession before they begin travel. The member must satisfy all border clearance requirements and obtain necessary travel and entry documents.

3.13. Privately Owned Conveyance (POC) Travel Involving a Car Ferry. Per diem and reimbursement entitlements can be found in the JFTR, par. U5116-C3 and JTR, par. C2156. POC travel of this type does not exhaust the POV shipping entitlement in the JFTR, par. U5400 for a uniformed member. (Please see JTR, par. C11003 for employees.)

3.14. Alaska Marine Highway System. The Alaska Marine Highway System (AMHS) is an oceangoing car ferry service for transporting passengers, baggage, vehicles, and pets between the states of Washington and Alaska. Reservations may be arranged by the local CTO, or by contacting AMHS, phone at 1-800-642-0066 or (907) 465-3941, or mail at P.O. Box 2535, Juneau, AK 99802-5535. The primary method of payment is the government travel card (GTC). Government transportation requests (GTR, SF 1169) must be used as a last resort for AMHS. Reimbursement is limited to costs to move the member, authorized dependents, and a POV (pet shipments not included). Fees for use of the AMHS to transport one POV to a new PDS are reimbursable under JFTR, par. U5116-C3c. Reimbursement of these fees does not preclude use of the POV shipping entitlement authorized in the JFTR, par. U5410 for uniformed members. (See JTR, par. C11003 for employee's shipping entitlement.)

3.15. Pet Shipments. Pet shipment on AMC flights is limited to two pets per family in permanent change of station status only. The traveler is responsible for all expenses related to the pet shipment and must comply with the carrier regulations. Reimbursement for shipping a pet is not authorized. The member may be reimbursed up to \$550 for mandatory pet quarantine incident to PCS. Also, the traveler must ensure all general entry and health requirements are met prior to pet shipment. The TMF/CTO must assist with scheduling pets on AMC airlift. The combined weight of pet and container up to 150 pounds must be charged as excess checked baggage. The average cost of excess baggage is \$90 and varies depending on the AMC channel and destination. AMC restricts weight for pets with kennels (container) up to 150 pounds. If pet spaces are unavailable or the pet exceeds weight restrictions (to include kennel/container), the traveler is solely responsible for shipping the pet with a commercial airline carrier. Non-availability of AMC pet space is not grounds for members to deviate from the DoD order of precedence outlined in paragraph 2.3. Reference DoD 4500-9-R, Part I, Chapter 103, paragraph J1. Pets defined as cats or dogs only.

3.16. Temporary Duty (TDY) Travel. Air is the primary transportation mode for DoD personnel. Surface transportation may be approved by orders issuing/approval official or a competent authority for operational requirements (e.g., mission must be performed on a ship, medical, etc.), not for personal conveniences.

3.16.1. TDY travel should originate from the most rate-favorable point serving the member's duty station or place ordered to duty to obtain the best value travel arrangements for mission accomplishment. Travel orders must specify where authorized travel may originate and list all official travel segments. For privately owned conveyance travel refer to JFTR, Chapter 3, Part D or JTR, Chapter 2, Part D. **NOTE:** Circuitous travel is not part of TDY entitlements and is not authorized at government expense.

3.16.2. The home station TMF makes round trip reservations and issues travel documents when the TDY is 30 days or less. When the TDY exceeds 30 days, the TDY location must schedule return reservations and issue all travel documents. In extenuating circumstances, the origin station may issue

tickets. The TMF should brief traveler on the responsibilities of safeguarding travel documents and the consequences of losing tickets. (this AFI, paragraph 1.16.5.)

3.16.3. Reasonable adjustments to the traveler's schedule must be made by travelers and their orders issuing official to ensure maximum utilization of Patriot Express airlift for transoceanic travel. The traveler must review mission needs and validate the reason for non-use of Patriot Express airlift in writing to the TMF ([Attachment 2](#)). Unit commanders/authorizing officials must review and approve all travel requests.

3.16.4. Bearing in mind that the use of CTO is mandatory DoD policy, the squadron commander or equivalent authority must approve authorization to self-procure transoceanic transportation with sufficient justification. Approval authority must not be delegated. TMF must provide a statement only if the traveler's official travel requirements cannot be satisfied. Orders must be annotated with the following statement: "Traveler authorized to personally procure transoceanic transportation." (Reference AFI 65-103, paragraph 3.3.16)

3.17. Funded Emergency Leave (EL) Travel. When eligible members and dependents permanently assigned to an OCONUS location receive notification of a family emergency away from their duty station they may request travel orders to the emergency location. Once the member's commander or the delegated authority has determined emergency travel is authorized, the member and/or family member(s) are entitled to government funded round-trip transportation in accordance with JFTR, par. U7205. Refer to DoD 4500.9-R, Part 1, Figure 102-2 to make a determination on emergency travel authorizations and entitlements. See AFI 36-3003, *Military Leave Program*, for specific guidelines. *NOTE:* Members and employees on TDY and in certain instances members and dependents stationed in the CONUS may have an emergency leave entitlement. Different entitlements apply to emergency leave; consult the DoD 4500.9-R and JFTR or JTR for specifics.

3.17.1. When AMC contracted airlift is not available, commercial air must be used. Do not delay the EL traveler(s) pending available Patriot Express missions.

3.17.2. Clarification for authorized origins and destinations can be found in the JFTR, pars. U7205 and U7206, and JTR, par. C6455, and must be used to determine all authorized entitlements.

3.17.3. Reference DoD 4515.13-R, Table 2-1 when travel is on a DoD-owned or -controlled aircraft to determine eligibility and privileges.

3.17.4. When transiting the CONUS to travel from one overseas theater to another overseas theater, travel will be at government expense.

3.18. Funded Dependent Student Travel. Eligible uniformed service members and employees stationed overseas are authorized round-trip transportation for their student dependents attending formal education programs, to include vocational education. An annual trip for educational travel is one round-trip at anytime within a fiscal year (1 Oct through 30 Sep). Uniformed service members need to contact their personnel office for program details. *NOTE:* The dependent student transportation entitlement does not apply to cadets attending service academies as stated in JFTR, par. U5243. Also see JTR, par. C7005.

3.18.1. The overseas MPF must issue travel orders with fund citations for authorized student travel.

3.19. Renewal Agreement Travel (RAT). Civilian employees who are eligible for Renewal Agreement Travel (RAT) must obtain official travel orders from their servicing personnel office stating authorized travel location. Employees may select an alternate point, but must be stated in the orders. However, travel to the alternate point cannot exceed the authorized cost for travel between the old PDS and the place of actual residence and return to the old or new PDS as the case may be. Multiple alternate points are not authorized. Employees must arrange travel through the TMF/CTO. Reference the JTR, Chapter 4, Part D, for guidance.

3.20. Invitational Travel Orders (ITOs). Invitational travel is official travel primarily involving non-governmental personnel, including spouses and other family members as stated in JTR/JFTR, Appendix E. If approved, the CTO/TMF must arrange official travel for individuals traveling on ITOs IAW the procedures in paragraph 2.1. Commander, MAJCOM; Commander, Intermediate Echelon; and Commander of a Wing, Group or Squadron may issue ITOs when delegated by the responsible major air command (see JTR, par. C3000). Requests for travel approval should be submitted at least 20 working days prior to the anticipated date of travel. All requests must be forwarded through appropriate channels in the same manner as requests for exception to policy. NOTE: The approval process may be different when use of MilAir is desired (see DoD 4515.13-R, Chapter 10).

3.21. Foreign Military Sales (FMS) Travel. DoD personnel whose travel is funded by Foreign Military Sales (FMS) case money provided by a foreign government are bound by the normal routing for DoD travelers, unless otherwise stated in the U.S. Government, Letter of Offer and Agreement. These terms must be annotated on the travel orders; otherwise the TMF must procure transportation according to the order of precedence as specified in Chapter 2, paragraph 2.3., producing the best value for expending funds. Refer to AFMAN 16-101, *Internal Affairs and Security Assistance Management*, for more information.

3.21.1. FMS-funded travel is chargeable directly to the FMS funds shown in the travel orders. In addition, FMS travel that is not funded by the U.S. Government is eligible for GSA Airline City Pair Program fares when the traveler is a DoD uniformed service member or a DoD civilian. Contractors may not use city pair fares.

3.22. Transporting Human Remains, Escorts, and Relatives of Personnel Attending Group Burials. TMFs and mortuary affair officers satisfy travel provisions in AFI 34-242, *Mortuary Affairs Program*, JFTR, Chapters 4, 5, & 7, and JTR, Chapter 6. TMFs must work closely with mortuary affairs for arranging transportation of human remains. Government aircraft is normally used to move human remains between OCONUS points or to the CONUS aerial port of debarkation (APOD), and in certain overseas locations, commercial air cargo must be used. The normal mode for movement of human remains within CONUS is commercial air or other means that meet specific requirements.

3.22.1. Escorts (military or civilian) for the remains of deceased Air Force military personnel or their family members are authorized travel as provided in the JFTR, par. U7601.

3.22.2. Escorts (military or civilian) for the remains of deceased civilian personnel are authorized travel expenses as provided in the JTR, par. C6062.

3.23. Individual Mobilization Augmentee (IMA). IMAs may use GSA Airline City Pair Program fares when traveling to perform Inactive Duty Training. DoDI 4515.16, *Use of General Services Administration (GSA) Contracts for Air Passenger Transportation Services (GSA City Pair Program) for Attendance*

at *Inactive Duty (IDT) Assemblies*, and HQ USAF/ILT Message R191135Z Nov 99 outline these procedures. Reference <http://arpc.afrc.af.mil/orders/travel.htm> for more information.

3.24. Ready Reserves Called to Active Duty. Members of the Air Force Reserves and Air National Guards coordinate travel arrangements when they receive orders to perform active duty. The TMF/CTO provides round trip reservations for members on DoD –owned, –controlled, or –contracted aircraft when DoD service is not available to meet civilian employment commitments.

3.25. Non-Appropriated Funds (NAF) Employees. NAF military members and U.S. civilian NAF officials or employees performing official travel on orders are mandatory users of GSA Airline City Pair Program and must follow the order of precedence for air travel as stated in paragraph 2.3. Non-U.S. citizen employees of NAF activities are authorized NAF funded transportation in overseas areas in accordance with the terms of the employment contract. NAF travelers may travel on MilAir or contracted aircraft when issued NAF travel orders. NAF contractors may not travel on ITOs and cannot use GSA Airline City Pairs fares. See DoD 4515.13-R, Chapter 2 for additional information.

3.26. Contractor Travel. Government contractors may travel by MilAir and AMC contracted chartered aircraft when issued a Letter of Identification (LOI) and are eligible under DoD 4515.13- R, Chapter 2, paragraph B.9. See JTR/JFTR, Appendix E, Part I, for requirements when issuing an LOI.

Government contractors are prohibited from using GSA Airline City Pair Program fares. Contractors may submit an LOI to a vendor for a discount on rail, hotel/motel or car rental. However, the vendor is under no obligation to give the contractor a government discount. Some carriers may offer a reduced airfare.

3.27. Air Force Aero-Club Aircraft or Other Fly-It-Yourself Rental Aircraft. Use of rental aircraft must be approved in the travel order IAW AFI 65-103. The TMF is not required to make arrangements for such services but should brief travelers on authorized reimbursements according to JFTR, par. U3210 and JTR, par. C4703-B.

3.28. Accompanied Baggage. Accompanied baggage is the free checkable baggage authorized for movement with a traveler as part of their transportation ticket. Transportation of baggage by air is limited to the amount authorized to carry free by the air carrier. An industry standard for free baggage allowance consists of two checked pieces (not to exceed 70 pounds each) and one carry-on piece that can be securely stowed in the passenger compartment aboard the aircraft. Baggage allowance rules for international travel on foreign carriers vary by country and may authorize less weight and use kilograms to monitor weight versus pounds. Verify weight restrictions and the weight of your baggage with the airline before traveling.

3.28.1. Excess accompanied baggage must be approved by the orders issuing official and annotated in the traveler's orders, IAW AFI 65-103, AFI 65-109 and AFI 36-2102. Travel orders must be annotated with the following statement, “___pieces, ___lbs. excess accompanied baggage authorized.” Travelers must pay the excess baggage charges directly to the servicing airline at the time of flight check-in and claim reimbursement on the travel voucher. The preferred payment for excess baggage is the government travel card. The traveler may also elect to mail the excess baggage at any U.S. postal office and file for reimbursement (See DoD 4500.9-R, Part 1, Chapter 103-F.1; JFTR, pars. U3015 and U4520; and JTR, pars. C2302, C4705-A and C4709.)

3.28.2. Federal Aviation Administration (FAA) security regulations generally prohibit travelers from carrying operable weapons in the passenger compartment of civil aircraft during peacetime. Individ-

ual airlines may grant exceptions to their regulations when a traveler requires a weapon for official duties during flight. The TMF/CTO must contact the appropriate carrier when coordinating flight reservations to ensure authorized personnel may bring weapons aboard.

3.28.3. Code of Federal Regulations 14, Chapter 108, Part 108.11 permits carriers to allow DoD travelers to carry weapons in passenger compartments when the entire civil aircraft is chartered or contracted for the military services during contingency operations or for training exercises.

3.28.4. Commercial airlines may permit travelers to transport government-owned weapons and ammunition in baggage compartments when CTO or TMF notifies the carrier in advance. Ammunition for individual weapons cannot be transported in checked baggage or as a carry-on on board AMC Patriot Express missions departing AMC gateways. Ammunition must be certified and shipped as freight from military installations.

3.29. Vehicle Rental. The base CTO/TMF is responsible for obtaining rental vehicles for official travel when authorized in the traveler's orders. They reserve the most economical vehicle that can satisfy the traveler's official requirement. The CTO will consider rental vehicles under the HQ MTMC Car Rental Agreement when making the reservations.

3.29.1. In the United States and several foreign countries limited collision insurance is available to travelers at no additional charge under the HQ MTMC Car Rental Agreement. Personal accident insurance, personal effects coverage, or other optional coverage may be offered to the renter but is not a prerequisite for renting a vehicle, and its cost is not reimbursed. In countries where theft insurance is a mandatory charge, those charges can be shown separately from the rental rate and collision damage waiver charges. Outside of the United States (and outside non-foreign OCONUS areas), travelers may be reimbursed for these additional charges if the insurance is required by the rental agency to provide full coverage insurance. In foreign OCONUS areas, travelers may be reimbursed for additional mandatory insurance coverage charges. Reimbursement may also be authorized for certain classified special operations.

3.29.2. Air Force travelers on official business who rent vehicles at an overseas location may need an international driver's license, which they can obtain from most automobile clubs.

3.29.3. The traveler must coordinate use of rental vehicles for other than official business with the rental car companies. Any additional charges or requirements for collision insurance are the sole responsibility of the traveler.

3.29.4. Damage to rental vehicles. Requests for payment for damage to vehicles rented pursuant to orders are approved by the orders authorizing official. The requests may be from the traveler or from the rental company. Prior to acting, the orders authorizing official forwards the request to the Staff Judge Advocate for review. The package should contain the documents outlined in the DoD Financial Management Regulation, Volume 9, Chapter 4.

3.30. Frequent Flyer Program Benefits. Government travelers on official business at government expense that are frequent flyer program members may keep points or miles, upgrades, or access to carrier clubs or facilities for personal use. The promotional material must be obtained under the same terms as those offered to the general public and must be at no cost to the government. Air Force personnel when using their frequent flyer miles to upgrade to business or first class shall not wear a uniform or allow a rank or grade to be associated with an upgrade.

3.31. Multiple Airports Servicing CONUS Origins/Destinations. Passengers should not be routed to an airport farther away from origin or destination airports based solely on a lower airfare. When arranging transportation, TMF must route passengers using the best value that meets mission requirements within established guidelines. Per diem, travel time, most direct route, authorized GSA contract carrier versus alternate carrier/airport, and rental car costs should be considered in factoring best value. If a traveler's request does not follow the order of precedence for travel in paragraph 2.3. or the airfare is more expensive, the TMF must require the traveler to provide a mission impact statement ([Attachment 2](#)) approved and signed by the traveler's unit commander or designated representative.

3.32. Unique Control Numbers (UCN). Upon confirming reservations, GATES automatically assigns a UCN for travelers. The TMF/CTO annotates travel orders as required in DoD 4500.9-R for travel aboard AMC international airlift. A local UCN register must be maintained by the TMF on a fiscal year basis.

3.32.1. The UCN is annotated on four copies of the travel order in the upper left hand corner and is distributed as follows:

3.32.1.1. TMF retains one station file copy.

3.32.1.2. Two copies to the member, one to turn in at the AMC terminal prior to travel and the other one to file with their travel voucher.

3.32.1.3. TMF forwards a copy to the local FSO for TDY travelers only.

3.33. Travelope/Passenger Checklist . The TMF/CTO must brief all travelers concerning applicable flight information at the time tickets are issued. Use of the PNR, invoice, travelope, passenger checklist or any locally developed form. (see DoD 4500-9-R, Figure 103-4) is highly recommended ([Attachment 4](#) may be used for this purpose).

3.34. Travel on Military Aircraft (MilAir). Patriot Express is an AMC-contracted commercial air service and is not considered MilAir. MilAir, often provided by Operational Support Airlift (OSA) travel is a premium mode involving high cost and limited resources (reference paragraph 3.37.). MilAir is used for high-priority missions and movement of passengers and cargo to meet mission sensitive requirements. MilAir should not be used when commercial air, including AMC-contracted (Patriot Express) service, is able to meet the traveler's departure and/or arrival requirements within a 24-hour period. Exceptions that would make commercial air transportation impractical would include an unusual circumstance that presents a clear and present danger, an emergency exists, use of MilAir is more cost-effective than commercial air, or other similar compelling operational considerations.

3.34.1. Required Use MilAir Travelers. The following are "required use" MilAir travelers (as defined in DoDD 4500.56) due to their continuous requirement for secure communications, security reasons or for responsive transportation to satisfy exceptional scheduling requirements dictated by frequent short-notice travel, making commercial transportation unacceptable:

3.34.1.1. The President of the United States

3.34.1.2. The Secretary of Defense

3.34.1.3. The Chairman Joint Chiefs of Staff

3.34.1.4. The Deputy Secretary of Defense

3.34.1.5. Secretaries of the Military Departments

3.34.1.6. Vice Chairman and Joint Chief of Staff

3.34.1.7. Commanders of the Unified and Specified Commands

3.34.1.8. Four-star general/flag officers. **NOTE:** Retired four-star general/flag officers traveling on official DoD business are not “required use” travelers. Requests for other individuals to be either temporarily or permanently designated as “required users” should be forwarded through MAJCOM and Air Staff channels to the Secretary of Defense.

3.34.2. Use DD Form 2768, **Military Air Passenger/Cargo Request**, to obtain and document airlift support. Members may not make back-up commercial reservations when travelers have requested any type of MilAir support. (Prohibition of Dual Commitment reference [3.1.](#))

3.35. MilAir Payment . TMF/CTO must ensure all travel orders contain a Customer Identification Code (CIC). The 15-digit CIC code is required by AMC for billing purposes. For contractor billing procedures, reference DoD 4515.13-R, Chapter 2, paragraph B.9.C. For non-DoD traveler billing procedures, reference the non-DoD tariff rates in GATES or the web site at U.S. Government DoD Airlift Rates and Non-U.S. Government Airlift Rates <https://www.amcfm.scott.af.mil/FMB.htm>. In cases where a CIC is unavailable, the complete billing address must be annotated in the travel order for AMC billing purposes.

3.36. Opportune Airlift. This is a generic term for all MilAir not otherwise classified as OSA, Special Assignment Airlift Mission (SAAM), AMC channel, Special Airlift Mission (SAM), etc. It is space-available, non-revenue generating SAAM traffic. Use the procedures in DoD 4500.9-R, Part I, Appendix A and B for requesting a SAAM.

3.36.1. Users may submit an unsupported travel requirement to their SAAM validator. They may also find their own MilAir (e.g., ANG, AFRES, operational, etc.) and submit the mission for validation to their SAAM validator.

3.36.2. The SAAM validator submits all opportune requests in the same manner as they would a funded SAAM request with the following exceptions:

3.36.2.1. Address to USCINTRANS SCOTT AFB IL//TCJ3-OD//.

3.36.2.2. Include USCINTRANS SCOTT AFB IL//TCJ3-ODJ// and HQ AMC TACC SCOTT AFB IL//SAAMS/XOOMO/XOOMS// as info message addressees.

3.36.2.3. Place -/- in the billing field on the message.

3.36.2.4. Place UNFUNDED TRANSPORTATION REQUEST in the remarks field on the message and follow it with any other pertinent information.

3.37. Operational Support Airlift (OSA). OSA is a form of MilAir. See DoDD 4500.43 and DoDD 4500.56

3.37.1. The SecAF and Air Force four-star generals are “required use” travelers when requesting OSA. Travelers must document their travel on DD Form 2768 and sign their own request as the senior traveler and as the authorizing official.

3.37.2. OSA travel request for all other general officers and member of the Senior Executive Service (SES) must be approved in advance. Travel authorizing officials are:

3.37.2.1. AF/CV for Air Staff two-letter principals

3.37.2.2. Air Staff two-letter principals for those under their supervision

3.37.2.3. MAJCOM/FOA/DRU commanders may delegate this approval authority in writing, but no lower than their Vice Commander.

3.37.3. When an authorizing official is absent from the installation or otherwise not available, the person acting in the capacity of the authorizing official may be authorized to sign as travel authorizing official.

3.37.4. Each MAJCOM, FOA, DRU, and HQ USAF DCS selects one office (normally in the transportation, administrative or operational functional area) to act as OSA validator for the entire organization.

3.37.5. OSA validator training is available through the Joint Airlift Logistics Information System (JALIS) Training Organization Registrar, Scott AFB, IL.

3.38. Common User Airlift on Operational Support Aircraft (OSA) Missions . Common User Airlift may support OSA group travel requirements (e.g., CAPSTONE, TOPS IN BLUE, CIVIC LEADER PROGRAMS) and other validated OSA missions. The Air Force supports such missions and other travel requirements as Special Assignment Airlift Missions (SAAM). The following exception applies to CAPSTONE CONUS Field Trip Travel only: "When CAPSTONE fellows are moved aboard mobility aircraft for the purpose of demonstrating the capabilities of the aircraft and the enroute support structure, the point-to-point transportation of the fellows becomes incidental to the capability demonstration. Therefore, use of training missions in this case is appropriate. Training flights used to carry CAPSTONE fellows should not include repetitive sorties on which the fellows are seeing similar elements of the Air Mobility Mission."

3.38.1. Essential Air Mobility activities on such capability demonstration sorties (e.g., Intra-Inter-Theatre airlift, Airdrops, and Air Refueling) provide aircrews the opportunity to fulfill training requirements. On those capability demonstration missions identified by AMC for each CAPSTONE course, training missions must be logged using training hours. All CAPSTONE missions are handled as SAAMs for the purposes of command and control in order to ensure the success of these high-priority/visibility missions.

3.38.2. MAJCOMS, in coordination with users, must program funds for group travel missions they sponsor, including civic leader groups. AMC must also POM for NON-MAJCOM group travel SAAM requirements such as DoD, HQ USAF, and other NON-MAJCOM sponsored OSA missions

3.39. Customs and Border Clearance. OCONUS travelers must meet all customs and border clearance requirements. Travelers must have passports, visas, immunization records and all other required travel documentation in their possession before they begin their travel. See DoD 4500.54-G, DoD 5030.49-R, AFI 24-401, AFI 24-402, AFI 24-403, and AFI 24-404 for further guidance.

3.40. Security Considerations for OCONUS Travel. Security of DoD travelers overrides all other routing considerations. See DoD 4500.54-G for guidance.

3.41. Entitlement Extensions for Retirements and Separations. Extension requests beyond established entitlement expirations must clearly demonstrate hardship circumstances for the uniformed service member and/or dependents. A written justification along with supporting documentation (i.e., proof of

home of record, place of entry, medical, educational, training, spousal employment, housing, etc) is required. Forward extension requests to the following, based on the subject.

3.41.1. The Joint Personal Property Shipping Office, San Antonio (JPPSO-SAT) is the extension approval authority for household goods when a member is hospitalized, receiving medical treatment, home of record (HOR), place from which called or ordered to active duty (PLEAD), or for education and training purposes.

Mailing Address: JPPSO San Antonio/ECAF-B
613 Northwest Loop 410, Suite 400
San Antonio, TX 78216-5518

3.41.2. HQ AF/DPPTT is the extension approval authority for other deserving cases (e.g. construction of retirement home).

Mailing Address: HQ AFPC/DPPTT,
550 C Street West, Suite 11
Randolph AFB, TX 78150-4713

3.42. Defense Office of Hearing and Appeals (DOHA) Claims. Under Title 31, US Code, Section 3702, DOHA settles travel and transportation claims for members of the uniformed services. Prior to July 1996, the General Accounting Office settled such claims under that statute. The Accounting and Finance Office is the point of contact for all DOHA claims.

3.43. Application for Correction of Military Record. The Air Force Board for Correction of Military Record (AFBCMR) is established under the authority contained in Title 10, US Code, Section 1552. This statutory authority is the highest administrative appeal in the USAF for reimbursing official travel and transportation claims including DOHA rulings when justified. The final determination is based on the information submitted to the AFBCMR, and each case is decided only after careful consideration of the evidence presented, with the burden of proof resting on the applicant. MPF is the POC for processing DD Form 149, **Application for Correction of Military Record**.

3.44. Instructions to Travelers . TMF/CTO gives travelers essential travel information on the following:

- 3.44.1. Traveler's responsibility for safeguarding, handling, and using all travel documents including GTRs (SF 1169), carrier tickets, and meal tickets as applicable.
- 3.44.2. Reservations, cancellations and overbooking policies.
- 3.44.3. Routings, itineraries, transfer points, local transportation to include ground transportation, and rental vehicles.

3.44.4. The traveler may keep promotional material including frequent flyer miles and payments from the carrier for voluntarily vacating a seat. Additional per diem may not be paid as a result of the delay in the travel in this case. See JTR, pars. C1200 and C1205, and JFTR, pars. U1200 and U1205 for more detailed information.

3.44.5. The traveler may not keep compensation for "denied boarding" when an airline does not allow a traveler to board an overbooked flight the airline owes the government compensation. Travelers must turn in any form of compensatory payment they receive from carriers to the finance office with their travel voucher.

3.44.6. Turn in any unused documents to the TMF/CTO at their permanent duty station.

Chapter 4

TRAVEL DOCUMENTATION AND BILLING

4.1. General. Documentation of travel with associated charges and payments is a joint responsibility of the traveler, authorizing official, TMF, CTO and FSO. Documentation, whether in paper or electronic form, is used for travel authorization, travel vendor charges and payments, traveler reimbursement, auditing purposes, and data collection for management information system reports.

4.1.1. In an effort to streamline travel policy and procedures, TMFs must take positive steps to eliminate use of the GTR (SF Form 1169). The elimination of the GTR is consistent with efforts to reengineer the transportation documentation and financial processes and to embrace charge vehicles for payment of transportation services. Thus, the preferred payment method for passenger travel is the GTC. If, however, a GTR is used as the payment method, the policy and procedures for GTR usage at paragraph 4.3. must be followed.

4.1.2. Mandatory Use of the Government Travel Card (GTC). The Travel and Transportation Act of 1998 (Public Law 105-264) requires use of the GTC as the method of payment for official travel expenses. The GTC encompasses the individually billed account (IBA), the centrally billed account (CBA) and the Unit Card. The requirement for mandatory use of the travel card applies to uniformed service members, DoD civilian personnel, and members of the USAFR and ANG while in federal service (Title 10 status). Use of the IBA is the administratively preferred method of payment.

4.1.3. Transportation charges are as follows.

4.1.3.1. Transportation charges for airline, bus and rail tickets may be billed to the CBA. The local TMF must determine valid use of the CBA and reconciliation procedures ([Attachment 6](#)).

4.1.3.2. The IBA is the administratively preferred method of payment for official travel associated charges where a charge card can be used such as: ticketing, lodging, rental car, meals, etc. The IBA can only be used to obtain ticketing and services directly associated with official government funded travel.

4.1.3.3. The Unit Card is intended for use in group travel situations. Examples are presidential aircrews, academy athletic teams, and bands. The unit card can be used for official charges associated with travel.

4.1.3.4. The traveler is required to use the CTO for making official travel arrangements and ticketing if the CTO is available. When the CTO is available, but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the government would have paid if the arrangements had been made directly through a CTO. The IBA, CBA, and Unit Card are the only methods of payment to be used. **NOTE:** Self-procured official travel without prior TMF/CTO approval may result in less than full reimbursement.

4.1.3.5. MAJCOM commanders may decide whether transportation charges for official transportation travel are billed to CBAs or IBAs or a mix. MAJCOM commanders may also delegate this decision to their base or installation commanders.

4.1.3.6. CBA and IBA Reconciliation and Refund Procedures. The TMF, in conjunction with the CTO and FSO, must develop local procedures in meeting installation requirements and guidelines outlined by the Prompt Payment Act. See [Attachment 6](#).

4.2. Maintaining Records. At a minimum, the TMF must retain a copy of orders and either a copy of the ticket, passenger name record (PNR), or AF Form 529, **Request for Air Carrier Services**, for each transaction processed. Additional documentation such as justification for non-use of GSA Airline City Pair Program fares, Patriot Express missions, etc. must also be retained. GTR and CBA ticketing documentation must be grouped and filed together for reconciliation purposes and forwarded as determined by the supporting FSO and operating location (OPLOC).

4.3. Traffic Management Flight (TMF) Control of Government Transportation Request (GTR, (SF 1169)), Meal Tickets, Passenger Warrants. Blank GTRs (SF 1169), meal tickets, and Passenger Warrants (formerly MTWs) are examples of accountable forms. Maintain a complete audit trail when they are transferred. Use an automated form or AF Form 213, **Receipt for Accountable Forms**, to record the name, title, and signature of the persons transferring and receiving the GTRs (SF 1169). AFI 37-161, *Distribution Management*, contains guidance on transferring accountable documents.

4.3.1. TMFs must store blank GTRs (SF 1169) in a locked container.

4.3.2. Record each GTR (SF 1169) issued on an automated form or AF Form 1332, **Government Transportation Request and Meal Ticket/Register**.

4.3.3. Dispose of records in accordance with AFI 37-138, *Records Disposition – Procedures and Responsibilities*, and AFMAN 37-139, *Records Disposition Schedule*.

4.3.4. Do not issue GTRs (SF 1169) for the following:

4.3.4.1. For unofficial or leisure travel.

4.3.4.2. For preparation by individual travelers, except when the traveler is appointed as an acting transportation officer.

4.3.4.3. To travel agencies. This restriction does not apply to travel agencies approved by HQ USAF/ILTT.

4.3.4.4. For military furlough and leave fares.

4.3.4.5. To members being separated or released from active duty, unless the finance office certifies separation Monetary Allowance in Lieu of Transportation (MALT) entitlements will not be paid. File a copy of the certification with the issued tickets.

4.3.4.6. For transportation costs less than \$50.

4.4. GTR (SF 1169) Issuance, Distribution, and Notation . Once a GTR (SF 1169) is issued, travelers, carrier personnel, or their agents may not make changes to the face of the document. Circumstances may require travelers to arrange for transportation or accommodations other than those shown on the reverse side of the GTR (SF 1169). In those instances, the traveler must note the changes on the reverse side of the GTR (SF 1169) before exchanging it for a carrier ticket. The value is not placed on the GTR (SF 1169), only the authorized routing and fare basis. The cost is annotated on the member's travel voucher copy of the GTR (SF 1169), TMF file copy, and the finance copy, but not on the copy provided to the carrier.

4.5. Persons Authorized to Sign GTRs (SF 1169) in Emergencies. Any commissioned officer or senior noncommissioned officer in the pay grades E-7 through E-9 on duty at the place of issue may sign a GTR (SF 1169) in emergency situations when other authorized personnel are not available. The acting agent must print and sign their name on the GTR (SF 1169) over the typed or printed name of the responsible TMF.

4.6. Designation and Responsibilities of Acting Transportation Officers. Travel orders may designate a traveler as an acting transportation officer for the purpose of issuing their own GTRs (SF 1169). Travelers receive this designation to meet official travel situations, not for personal convenience.

4.6.1. The TMFs must brief the acting transportation officers on their responsibilities.

4.6.2. Acting transportation officers must send the issuing office legible copies of all GTRs (SF 1169a and 1169c) within 5 (five) workdays of travel. Attach the GTRs (SF 1169) to the travel order.

4.6.3. When blanket travel orders are used, acting transportation officers retain unused GTRs (SF 1169) until the order expires. At the expiration of the travel order or end of the fiscal year, forward a list of all unused GTRs (SF 1169) to the TMF.

4.7. Disposing of Unused GTRs (SF 1169), Transportation Warrants, Exchange Orders, Carrier Transportation Credit Refund Applications, and Carrier Tickets. Travelers must understand these forms are accountable and must turn in any unused documents to the TMF/CTO at their permanent duty station. Turn in should occur within five days to ensure proper credit is processed in a timely manner against the government travel card. Sign and attach a statement to the ticket, indicating the date, hour and reason for canceling or changing seating or sleeping accommodations.

4.7.1. TMFs/CTOs receiving unused travel documents must do the following:

4.7.1.1. Document receipt for unused tickets (Use of DD Form 730, **Receipt for Unused Transportation Request and/or Tickets, Including Unused Meal Tickets**, is optional).

4.7.1.2. File the receipt per local procedures for receipt of unused tickets.

4.7.1.3. Send the receipt, voided unused ticket(s) and other pertinent documentation to the issuing TMF/CTO for proper disposition.

4.8. Destroying Unused, Damaged, or Canceled Travel Documents . Mark "Canceled" or "Void" across the face of the original unused, damaged, or canceled GTRs (SF 1169), transportation warrants, and meal tickets. (Refer to DoD 4500.9-R, Part I, Appendix L). Dispose of them in accordance with AFI 37-138 and AFMAN 37-139, *Records Disposition Schedule*. Dispose of the remaining copies as ordinary trash.

4.9. Reporting Tickets or GTRs (SF 1169) Lost or Stolen

4.9.1. While in Custody of the TMF. For lost or stolen GTRs (SF 1169), the TMF sends a report immediately, by message, to the paying office shown on the "billed to" portion of the transportation procurement document. Include payee's name (if applicable), the serial number of missing documents, and a statement explaining the loss or theft. For loss of commercial airline tickets, TMF must file a lost ticket application and initiate follow-up actions, as needed.

4.9.1.1. If lost or stolen GTRs (SF 1169) were fully or partially completed, provide the serial numbers to the CTO, carrier or local travel agents and advise them not to honor identified lost/stolen documents. Follow-up, in writing, and forward information to the appropriate Defense Finance and Accounting Service (DFAS) Office.

4.9.1.2. TMFs who have blank GTRs (SF 1169) lost or stolen while in their custody must immediately notify, in writing, their local publication distribution office (PDO), and their appropriate finance office (i.e., DFAS), Offutt AFB, NE 68005-1920). Give the serial number or numbers of the missing GTRs (SF 1169) and circumstances surrounding the loss or theft.

4.9.2. Tickets or GTRs (SF 1169) Lost While in Custody of Traveler.

4.9.2.1. Travelers who lose their tickets/GTR (SF 1169) must notify the carrier and issuing TMF/CTO immediately, and complete a carrier lost ticket refund application. Travelers must purchase transportation with personal funds. If travelers do not have sufficient funds, the TMF may issue a replacement ticket on a cost charge basis. See paragraph 4.11. for cost charge authorization procedures, and reference DoD 4500.9-R.

4.9.2.2. After completing the travel, they may request reimbursement on their travel voucher upon receipt of airline non-use verification. Dependents of service members may obtain cost charge transportation under JFTR, par. U5237; and civilian employees under JTR, pars. C2255 and C2256. **NOTE:** Civilian travelers must also ask civilian personnel for specific documentation needed for cost charge transportation.

4.10. Carrier's Compliance with GTR (SF 1169). All commercial carriers must comply with information on the GTR (SF 1169). The Air Force does not pay excess costs that may arise when the carrier deviates from routes, mode, or accommodations, even though the changes may result from oral instructions. The carrier may provide transportation or accommodations only for the exact number of persons shown on the GTR (SF 1169).

4.11. Furnishing Transportation to Military Personnel without Funds (Cost-Charge Travel). When members of the uniformed services report to Air Force bases without funds and need transportation to their duty station, TMF provides cost-charge transportation.

4.11.1. For members with PCS or TDY orders, cite the original order and appropriation shown as the authority. TMF initiates a DD Form 139 for member. The member receiving cost-charge transportation must complete a certificate in triplicate, stating that they agree either to pay the cost involved or to authorize collection from their pay. Give the original certificate to the member and place the duplicate copy in the file with the travel documents, and forward a copy of the cost charge GTR (SF 1169), the DD Form 139 and orders to the appropriate finance center:

4.11.1.1. Army personnel: DFAF Centralized Pay Operation; ATTN: JUMPS Cross-Disbursing, Dept. 20; Indianapolis, IN 46249-0601.

4.11.1.2. Navy personnel: Disbursing officer of member's ship or station.

4.11.1.3. Marine Corps personnel: Marine Corps Finance Center; Code (SD2R); Kansas City, MO 64197-0001.

4.11.1.4. Coast Guard personnel: Commandant (FP), U.S. Coast Guard Headquarters, 2100 2nd St. SW, Washington, DC 20593.

4.11.2. For members without orders, the TMF may issue transportation to active duty members without funds on ordinary leave, AWOL, deserters, and absentees, to return to their permanent duty station. The TMF instructs the member to go to the base MPF for orders. Also, there is a requirement for members on leave, AWOL, deserters, and absentees to obtain a DD Form 460, **Provisional Pass**, from the Security Forces before orders can be issued. The local MPF must issue orders containing appropriations cited by the Headquarters, Air Force Personnel Center (AFPC). An officer receiving cost-charge transportation must sign a certificate (in triplicate) stating that they agree to pay the cost involved or authorize collection from their pay, give the original certificate to the member, forward a copy to servicing FSO, and place a copy in the file with the travel documents. See DoD 4500.9-R, Part I, Appendix L for more information and an example.

4.11.2.1. Air Force members receiving a cost-charge fund cite from AFPC do not require a DD Form 139 because the use of AFPC fund cites automatically generates collection actions against the member's pay account.

4.12. Recovered GTRs (SF 1169) . For recovered GTRs (SF 1169), TMFs must follow the procedures specified in paragraph 4.9. Annotate the AF Form 1332 or locally developed register appropriately.

4.13. Processing Unused Tickets for Refunds. Below are the recommended procedures for processing refunds; however, local TMF/CTO and finance office may implement a different procedure in accomplishing refunds.

4.13.1. For installations without a CTO function, complete a SF 1170, **Redemption of Unused Tickets**, or a standard memorandum letter and attach a copy of the lost ticket refund application, if available, and copies of the original tickets. Maintain a copy for your suspense for 120 days, and send the original documents to the carrier. The SF 1170 can be found on the General Service Administration web site.

4.13.2. Initiate tracer action on unanswered requests for refunds on the 121st day and each 90 days thereafter, for up to one year from date of the initial SF 1170. If the carrier fails to respond within one year, forward all correspondences and documentation with the member's case file and annotate copy of SF 1170 with the statement, "No Response Received From Carrier," and send the information to the appropriate DFAS in IAW AFI 37-138.

4.13.3. Installations serviced by a CTO. The TMF, FSO, and CTO/ticket provider jointly agree on refund procedures or as specified in the local performance work statement outlined by contract.

4.13.4. The issuing office may follow the recommended procedures below in processing unused travel documents and ticket refunds:

4.13.4.1. Receive unused portion of tickets and a copy of travel orders.

4.13.4.2. Use DD Form 730 (optional) or locally developed form (e.g., PNR, stamp, pre-printed labels, etc.).

4.13.4.3. Annotate form with pertinent data (e.g., unused segments, cost of unused segment, CBA/GTR (SF 1169) number, etc.).

4.13.4.4. Void/cancel original unused ticket without distorting the pre-printed fare basis and ticket value.

4.13.4.5. Advise traveler to file copy of receipt with travel voucher and maintain a copy for personal records.

4.13.4.6. Mail all unused documents issued at other installations to the issuing TMF/CTO on a transmittal or other means for verifying receipt of accountable forms.

4.13.5. Recommended refund procedures:

4.13.5.1. Create a refund suspense list of all unused tickets for the established ticketing period (e.g., weekly, monthly, etc.).

4.13.5.2. As a minimum, the suspense list must contain the traveler's name, ticket number, and refund amount in duplicate copies.

4.13.5.3. Provide CTO with the original unused tickets and a copy of the suspense list for processing at the end of the billing cycle (the average refund process takes 30 - 45 days).

4.13.5.4. The TMF must follow-up on unprocessed ticket refunds beyond 45 days.

4.13.5.5. Upon receipt of billing documents, verify ticket refunds against TMF suspense list and resolve discrepancies with CTO.

4.14. Recording Fiscal Data on the GTR (SF 1169). DoD 4500.9-R, Part I, Appendix L, specifies the general fiscal data entries to make on a GTR (SF 1169) (Block 1) when a TMF issues a GTR (SF 1169) for travel or accommodations.

4.14.1. Send a copy of each GTR, with travel orders, to the local finance office on the day of issuance to verify the accounting classification. Refer any questions on propriety of accounting classifications to the nearest finance office.

4.14.2. TMFs may make pen and ink changes to Element Expense Investment Codes (EEIC), (e.g., 409 to 421) rather than requiring an amended order.

4.15. Air Transportation Tax on International Travel. On official travel, pay this tax only when it applies. The domestic portion of an international trip is tax-exempt when the layover at the transfer point is less than 12 hours.

4.15.1. This U.S. tax exemption applies to the following:

4.15.1.1. Connections between commercial airlines at a commercial airport.

4.15.1.2. Arrival at a commercial airport.

4.15.1.3. Departure from an international airport.

4.15.1.4. Departure from an AMC aerial port of embarkation (APOE).

4.15.2. To ensure carriers extend the tax-exemption privileges to official travelers, identify the connecting international flight information on the GTR (SF 1169), AF Form 529, or the PNR for the domestic air travel. Place the identifying data on the GTR in the "special accommodations and requirements" block. When using the AF Form 529 or PNR, place the data in the "itinerary" block.

4.16. Local Payment of Airlines (LOPA) Procedures. For those installations still operating under LOPA procedures, use a single GTR (SF 1169) to buy tickets during a specific ticketing period (e.g., daily, weekly, monthly). The TMF, finance office, and CTO/ticket provider must jointly agree on the period.

4.16.1. TMF responsibilities:

- 4.16.1.1. Identifies to the CTO the GTR (SF 1169) number to use for each ticketing period.
- 4.16.1.2. Completes AF Form 1332 or approved automated register to account for expenses.
- 4.16.1.3. Reconciles the GTR (SF 1169) with all chargeable tickets.

4.16.2. The TMF prepares the GTR (SF 1169) by marking the following blocks:

- 4.16.2.1. Bureau or Office: Enter "Agency Accounting Organization."
- 4.16.2.2. Fiscal Data: Enter "Period covering (ticketing period)." Type in "Accounting Classification" and enter "Various number of tickets and (total cost)."
- 4.16.2.3. Travelers, Others, and/Dependent: Enter "Various."
- 4.16.2.4. Special Accommodations and Requirements: Enter "Local Purchase and Payment of Airline Tickets."
- 4.16.2.5. Carrier or Agent Tendered To: Enter the ticket provider
- 4.16.2.6. Cities—From—To: Enter "Various."
- 4.16.2.7. Carrier and Class of Service: Enter "Various."
- 4.16.2.8. Excess Baggage: Enter "None."

4.16.3. CTO/ticket provider responsibilities:

- 4.16.3.1. Provides TMF with three (3) copies (original and two duplicates) of a ticket listing that covers all transactions during the billing period. Minimum entries required are as follows: GTR (SF 1169) number, billing date, ticket number, the traveler's name and the cost of the ticket.
- 4.16.3.2. Three copies (original and two duplicates) of a completed SF 1113, *Public Voucher For Transportation Charges*. (See [4.16.5.](#))

4.16.4. TMF in-turn actions:

- 4.16.4.1. Reconciles and certifies the CTO/ticket providers ticket listing.
- 4.16.4.2. Ensures an authorized representative of the CTO has signed the SF 1113, *Public Voucher for Transportation Charges*.
- 4.16.4.3. Ensures all documents are accurate and all tickets are properly chargeable to the GTR number shown on the SF 1113.
- 4.16.4.4. Resolves any billing discrepancies with the CTO.

4.16.5. An authorized TMF representative signs SF 1113 in the "Verified By" block and assembles the documents. Attach the following in this order:

- 4.16.5.1. With the first copy of the SF 1113 attach the original copy of the GTR (SF 1169), the ticket listing, a copy of each PNR, and copies of the official orders (in ticket number order).
- 4.16.5.2. With the second copy of the SF 1113 attach the GTR (SF 1169a), a copy of the ticket listing, a copy of each PNR, and two copies of each order.
- 4.16.5.3. With the third copy of the SF 1113 attach a copy of each PNR and travel orders.

4.16.6. Following verification, the TMF submits the original GTR (SF 1169), the duplicate certified vouchers (with supporting documents), and the triplicate vouchers (without documents) to the finance office for payment.

4.16.7. The finance office puts the voucher number on the triplicate copy and returns it to the TMF/CTO for filing.

4.16.8. The TMF attaches all related documents to the returned triplicate voucher and files it in accordance with AFI 37-138.

Chapter 5

DD FORM 652, UNIFORMED SERVICE MEAL TICKET

5.1. Issuing Meal Tickets (DD Form 652). Follow the guidelines in DoD 4500.9-R, Part 1.

5.2. Procuring Blank Meal Tickets. Acquire blank meal tickets, for TMF use, through normal publication distribution channels. TMFs maintain stock only to satisfy mission requirements.

5.3. Safeguarding Meal Tickets. Meal tickets are accountable forms. TMFs and travelers must safeguard them at all times.

5.4. Keeping Records. Record each meal ticket on the AF Form 1332 opposite the applicable GTR (SF 1169).

5.4.1. The TMF maintains a record copy of the issued meal ticket in a separate folder in numerical order. Retain and dispose of meal ticket files according to AFI 37-138.

5.5. Enlistment Travel Orders. Issue meal tickets to recruit applicants for enlistment when they move from the recruiting station to the central examining station, or between other places during the actual enlistment process.

5.6. Making Entries on Meal Ticket. DoD 4500.9-R, Part I, Appendix M, specifies entries on meal tickets.

5.7. Restrictions. Issue meal tickets in quantities only to cover periods of official travel. Do not issue meal tickets to cover a period of authorized leave when travel orders provide for a delay enroute.

5.8. Travelers' Responsibilities. Travelers with issued meal tickets are responsible for using and handling them properly. They must return all unused tickets to the TMF.

5.9. Using Meal Tickets. The individual or the person in charge of a group shows the original meal ticket(s) to the vendor before ordering the meal. Sign for the meal cost only.

5.10. Processing Unused Meal Tickets:

5.10.1. Receiving TMF. TMFs cancel unused meal tickets and issue a DD Form 730. Distribute DD Form 730 as follows:

5.10.1.1. Give the original and one copy to the individual that turns-in the unused meal ticket(s).

5.10.1.2. Keep one copy for the TMF file when the original issuing office receives unused tickets.

5.10.1.3. Send the original and one copy by a letter of transmittal to the issuing office, if it is different from the receiving office.

5.10.1.4. Keep one copy for the TMF file documenting the letter of transmittal.

NOTE: When unused meal tickets contain a specific fund cite, make an additional copy of the DD Form 730 and send a copy to the appropriate finance office for disposition.

5.10.2. Meal Ticket Issuing Office. Write “canceled” or “void” across the face of the original meal ticket (s) that are unused, damaged, or canceled for any reason. Dispose of the original in accordance with AFMAN 37-139, *Records Disposition Schedule*.

Chapter 6

DEFENSE TRAVEL SYSTEM (DTS)

6.1. Defense Travel System . The Defense Travel System (DTS) is an initiative designed to make DoD TDY travel quicker, easier and more efficient. The DTS is based on the Common User Interface (CUI) and it interfaces with other DoD and commercial systems. The traveler, authorizing official (AO), CTO, TMF, base Finance and DFAS are all connected using combinations of desk-top computers, internet, and direct connectivity to the CUI. The system aids the intended traveler by initiating an electronic travel request identifying desired travel arrangements incorporating Air Force and DoD travel policy, and at travels end, submits an electronic travel voucher through the CUI. The AO reviews and approves or disapproves the need for travel, availability of funds based on the CUI travel estimates (“should cost”) and appropriate travel arrangements. The CTO ensures Air Force and DoD travel policy is adhered to and provides booking of travel arrangements for all travel including airline, bus, train, lodging and car rental. Payment of travel services is accomplished through DFAS and the CUI. DTS permits payment using the IBA, CBA or GTR (SF 1169). The authorizing or approving official determines necessary reimbursable expenses. DTS views the traveler and the travel authorizing or approving official as honest professionals which allows for elimination of tremendous amounts of documentation to support each expense or exception. **NOTE:** DTS is in the testing and early implementation stages, with processes continually being developed and updated. For the most current information on the DTS processes, fielding and business practices the following web sites are available (PMO-DTS web site <http://www.dtic.mil/travelink/>; HQ USAF/ILTT, Passenger Team web site <http://www.il.hq.af.mil/ilt/iltt/pax1.html>; and the DTS contractor (TRW) web site <http://www.defensetravel.com/>).

6.1.1. Other Than TDY Travel. Travel arrangements for other than business, training, and deployment travel must also be made through DTS; however, orders must be produced outside of the DTS and a travel voucher must be manually prepared for payment/reimbursement of travel arrangements and other related travel expenses.

6.1.2. DTS (Contracted) Commercial Travel Office (CTO) Contractor. Travelers must arrange commercial transportation, rental cars (if authorized), and government and commercial lodging through the CTO. In addition to the normal CTO responsibilities, the DTS Travel Services Contractor arranges international government airlift under Air Mobility Command (AMC) contract/control when it is available and when it satisfies mission requirements. The CTO must capture, record and report Statistical Collection of Passenger Travel (STATCO) Data in accordance with DoD 4500.9-R, Part I, Appendix H. The CTO must make Government and commercial lodging reservations with the automated interfaces (when available) and must document “non-availability” on trip records when appropriate. The CUI must calculate a “should-cost estimate” based on traveler and CTO inputs and forward the information to the AO for review. Ticketing must not occur until the CTO receives approval from the AO.

6.2. Defense Travel Administration (DTA). The DTA is the base function that oversees the DTS operation. In the Air Force, the DTA must be made up of functional representatives from Finance, Transportation, Communications, and Personnel. How the DTA is staffed and organized is a base level decision; however, it is expected that the DTA will be located in the base finance office and will be manned during normal duty hours by finance personnel.

6.2.1. The DTA function must be responsible for entering and deleting travelers from the DTS, loading funds into organizational accounts, and serving as the central point for reporting problems and deficiencies in the DTS system.

6.2.2. The DTA must support the end-user on problems or questions ONLY after the traveler or AO has exhausted all means of solving the problem at their level. The DTA Help Desk must field problems and questions on topics such as: software and CUI use, entitlements, travel policy issues, transaction problems, pay problems, contract performance issues, etc. Many similar functions are currently being performed locally but individually, under manual stove-piped processes. The DTA must forward problems to the appropriate functional area for resolution. If problem resolution is beyond local capability, the problem must be documented and forwarded through channels for resolution.

6.2.3. Transportation personnel must field all non-routine transportation policy issues and identify organizations that do not follow transportation policy standards as identified in DTS reports. Other responsibilities include, but are not limited to: developing expertise on transportation modes of travel and best use of each, providing guidance on group and individual travel, policy on Patriot Express travel, guidance on transportation policies and procedures, and actively communicating with the CTO, and base level organization representatives.

6.3. Travel Entitlement. Simplified entitlements are the basis for the entire DTS travel process. They reflect current policy (to include transportation, finance, budget, lodging, messing, personnel, etc.), law, and customs; and affect virtually every aspect of the travel system. A full understanding of simplified entitlements is required. The simplified entitlements are found in the JFTR/JTR, Appendix O.

6.4. Travel Arrangements and Reimbursement Rate . Transportation arrangements must follow normal point-to-point routing. The priority order of precedence in DoD 4500.9-R, Part 1, Chapter 103 must be used. The CTO must route passengers using Patriot Express and city pair fares, when available. The AO has authority to reimbursement expenses and approve exceptions to normal point-to-point routing based on mission requirements, but must provide justification. The CTO must capture exceptions to policy and report them through the STATCO reporting system. The amount of authorized reimbursement for airfares must be calculated using the constructed cost of normal point-to-point routing using the costs associated with the Patriot Express, city pair, or applicable commercial fares, the same as for travelers not using DTS.

6.5. Forms Prescribed:

SF 1113, *Public Voucher for Transportation Charges*

SF 1169, *U.S. Government Transportation Request* (Accountable Form)

SF 1170, *Redemption of Unused Tickets*

DD Form 139, *Pay Adjustment Authorization*

DD Form 149, *Application for Correction of Military Record*

DD Form 652, *Uniformed Service Meal Ticket* (Accountable Form)

DD Form 730, *Receipt for Unused Transportation Request and/or Tickets, Including Unused Meal Tickets*

DD Form 884, *Application for Transportation for Dependents*

DD Form 1131, *Cash Collection Voucher*

DD Form 2768, *Military Air Passenger/Cargo*

AF Form 213, *Receipt for Accountable Form*

AF Form 529, *Request for Air Carrier Service*

AF Form 1332, *Government Transportation Request and Meal Ticket/Register*

AF Form 1546, *Request for Flight Surface Reservations*

DONALD J. WETEKAM, Lieutenant General, USAF
DCS/Installations & Logistics

(AFRC)

JOHN A. BRADLEY, Lt General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

B-240956; Sep 25, 1991; 70 Comptroller General Decision 713 (1991) Fly America Act-Code Sharing-Transportation by U.S. Carrier

Title 10, U.S. Code, Section 1552, *Correction of Military Records: Claims Incident Thereto*

Title 31, U.S. Code, Section 3702, *Authority to Settle Claims*

Code of Federal Regulations; Title 14, *Aeronautics and Space*; Chapter 1, *Federal Aviation Administration, Department of Transportation*; Part 108:11, *Carriage of Weapons*

Code of Federal Regulations; Title 41, Public Contracts and Property Management; Chapter 301, Temporary Duty (TDY) Travel Allowances; Part 301-10, Transportation Expenses

Joint Federal Travel Regulations, Volume 1, *Uniformed Services*

Joint Travel Regulations, Volume 2, *Civilian Employees*

DoD 4500.9-R, *Defense Transportation Regulation, Part I, Passenger Movement*

DoDI 4500.42, *DoD Passenger Transportation Reservation and Ticketing Services*

DoDD 4500.43, *Operational Support Airlift (OSA)*

DoDI 4500.45, *DoD Transportation Policy Council*

DoDD 4500.53, *DoD Commercial Air Transportation Quality and Safety Review Program*

DoD 4500.54-G, *DoD Foreign Clearance Guide* (<http://www.fcg.pentagon.mil/fcg/fcg.htm>)

DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*

DoD 4515.13-R, *Air Transportation Eligibility*

DoD 5030.49-R, *Customs Inspection*

DoD 5500.7-R, *Joint Ethics Regulation (JER)*

DoD 7000.14-R, *Financial Management Regulation, Volume 9, Travel Policy and Procedures*

AFPD 24-1, *Personnel Movement*

AFPD 24-4, *Customs and Border Clearance*

AFI 24-401, *Customs - Europe*

AFI 24-402, *Customs - Pacific*

AFI 24-403, *Customs - Southern*

AFI 24-404, *Customs - Domestic*

AFI 24-405, *Department of Defense Foreign Clearance Guide*

AFI 34-242, *Mortuary Affairs Program*

AFI 36-2102, *Base-Level Relocation Procedures*

AFI 36-2805, *Special Trophies and Awards*

AFI 36-3003, *Military Leave Program*

AFI 37-138, *Records Disposition - Procedures and Responsibilities*

AFI 37-161, *Distribution Management*

AFI 65-103, *Temporary Duty Orders*

AFI 65-109, *Preparation of AF Form 938*

AFMAN 16-101, *Internal Affairs and Security Assistance Management*

AFMAN 37-139, *Records Disposition Schedule*

U.S. Government DoD Airlift Rates and Non-US Government Airlift Rates web page

<https://www.amcfm.scott.af.mil/FMB.htm>

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFBCMR—Air Force Board for Correction of Military Record

AFI—Air Force Instruction

AFM—Air Force Manual (old version)

AFMAN—Air Force Manual (new version)

AFO—Accounting and Finance Office (old version)

AFR—Air Force Regulation

AMC—Air Mobility Command

AMCI—Air Mobility Command Instruction

AMHS—Alaska Marine Highway System

ANG—Air National Guard

AO—Authorizing Official

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

AWOL—Absent Without Leave

CARB—Commercial Airlift Review Board

CFR—Code of Federal Regulations

CIC—Customer Identification Code

CONUS—Continental United States

COT—Consecutive Overseas Tour

CPF—Civilian Personnel Flight
CSAF—Air Force Chief of Staff
CTO—(Contracted) Commercial Travel Office
CUI—Common User Interface
DAO—Defense Accounting Office(r)
DCS—Deputy Chief of Staff
DEPSECDEF—Deputy Secretary of Defense
DEROS—Date of Eligibility for Return from Overseas
DFAS—Defense Finance and Accounting Service
DoD—Department of Defense
DODAAC—Department of Defense Activity Address Code
DoT—Department of Transportation
DRU—Direct Reporting Unit
DTA—Defense Travel Administration
DTR—Defense Transportation Regulation (DoD 4500.9-R)
DTS—Defense Travel System
EEIC—Element Expense Investment Code
ERTS—Electronic Reservation and Ticketing Service
FAA—Federal Aviation Administration
FMS—Foreign Military Sales
FOA—Field Operating Agency
FSO—Financial Services Office
FY—Fiscal Year
GATES—Global Air Transportation Execution System
GBL—Government Bill of Lading
GBLOC—Government Bill of Lading Office Code
GSA—General Services Administration
GTA—Government Transportation Account
GTR—Government Transportation Request
HOR—Home of Record
HQ—Headquarters
HQ ARPC—HQ Air Reserve Personnel Center

HQ MTMC/MTOPT-CP—HQ Military Traffic Management Command, Passenger Movement Branch

HQ USAF/DPC—HQ USAF, Directorate of Civilian Personnel Policy and Personnel Plans

HQ USAF/DPPC—HQ USAF, Director of Personnel Programs, Education, and Training, Military Compensation and Legislation Division

HQ USAF/IL—HQ USAF, Deputy Chief of Staff, Installations & Logistics

HQ USAF/ILT—HQ USAF, Deputy Chief of Staff, Installations & Logistics, Directorate of Transportation

HQ USAF/ILTT—HQ USAF, Deputy Chief of Staff, Installations & Logistics, Directorate of Transportation, Traffic Management Division

HQ USAF/SG—HQ USAF, Surgeon General

IPCOT—In Place Consecutive Overseas Tour

ITO—Invitational Travel Order (or) Installation Transportation Office(r)

JCS—Joint Chiefs of Staff

JFTR—Joint Federal Travel Regulations, Volume 1

JPPSO—Joint Personal Property Shipping Office

JTR—Joint Travel Regulations, Volume 2

LICWO—Leave-in-conjunction with Official Travel

LGT—Director/Directorate of Transportation (base or MAJCOM level)

LOI—Letter of Identification

LOPA—Local Payment of Airlines

MAJCOM—Major Command

MALT—Monetary Allowance in Lieu of Transportation

MATA—Military Air Transportation Agreement

MilAir—Military Aircraft

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MPF—Military Personnel Flight

MSC—Military Sealift Command

MT—Measurement Tons (20 cubic feet)

MTMC—Military Traffic Management Command

MWR—Morale, Welfare and Recreation

NAF—Non-Appropriated Fund (or) Numbered Air Force

OCONUS—Outside Continental United States

OPLAN—Operations Plan
OPLOC—Operating Location
OPR—Office of Primary Responsibility
OSA—Operational Support Airlift
PCS—Permanent Change of Station
PDO—Publications Distribution Office
PDS—Permanent Duty Station
PNR—Passenger Name Record
POC—Privately Owned Conveyance (or) Point of Contact
POD—Port of Debarkation
POE—Port of Embarkation
PRC—Passenger Reservation Center
PTA—Pre-paid Ticket Authorization
PTO—Passenger/Port Transportation Office(r)
RFP—Request for Proposal
SAAM—Special Assignment Airlift Mission
SAF/OS—Office of the Secretary of the Air Force (the office symbol)
SAF/US—Under Secretary of the Air Force (the office symbol)
SAM—Special Airlift Mission
SecAF—Secretary of the Air Force
SecDEF—Secretary of Defense
SES—Senior Executive Service
SSN—Social Security Number
STATCO—Statistical Collection of Passenger Travel
TDY—Temporary Duty
TMF—Traffic Management Flight
TMO—Traffic Management Officer
TWCF—Transportation Working Capital Fund
UCN—Unique Control Number
USAF—United States Air Force
USAFE—United States Air Forces in Europe
USAFR—United States Air Force Reserve

USTRANSCOM—United States Transportation Command

UTC—Unit Type Code

Attachment 2**SAMPLE OF MISSION IMPACT STATEMENT**

1. Member must provide sufficient justification and approval to deviate from: the use of contract carriers and AMC flights when available, use of a significantly higher flight cost when a lower flight cost is available at an alternate airport serving the local area, and there is any deviation from what is authorized for TMF/CTO approval/authorization. One or more travel condition(s) must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route (reference JFTR, par. U3145).

2. Final determination rests with the orders-issuing authority and not the Traffic Management Flight/CTO. The TMF/CTO can best determine flight availability and cost for the order-issuing authority's decision. Please complete the information below:

MEMORANDUM FOR (TMF/CTO)

FROM: Traveler's Name/Rank
Unit/Office Symbol

SUBJECT: Mission Impact Statement

Departure Date/Time: _____ Destination: _____

Justification:

Traveler's Signature: _____

Approving Official's Signature: _____

Contract Carrier/Cost: _____ Non-Contract Carrier/Cost: _____

Cost of Flight at Requested Airport: _____ Cost of Flight at Alternate Local Area
Airport: _____

CTO Rep/Date: _____ TMF Rep/Date: _____

Attachment 3**SAMPLE OF CIRCUITOUS TRAVEL REQUEST**

MEMORANDUM FOR (MPF)

FROM: (Unit/Office Symbol)

SUBJECT: Request for Circuitous Travel

1. Under the provisions of AFI 24-101, I am requesting permission to travel for _____ (me and/or my dependents) by the circuitous route indicated below, in connection with my permanent change of station (PCS) move between _____ (old PDS) and _____ (new PDS), during the month of _____.

2. Additional information submitted:

a. Traveler(s) Name/SSAN (list each):

_____	_____
_____	_____
_____	_____

b. Circuitous route (list all segments): _____ to _____ to _____
(Airport/Location) (Airport/Location) (APOE)

c. Space-available segment(s) if any: _____ to _____

d. Space-required segment(s):

AMC: _____ to _____

Commercial: _____ to _____

e. Travel window (AMC space required only): _____

3. If approved, it is my responsibility to ensure MPF annotates authorization of circuitous travel in my travel orders. I understand I may use my GTC in purchasing commercial airline tickets from the CTO/TMF and subject to reimbursement up to the government cost as determined by TMF/CTO.

4. For any AMC space-required portion of my travel the TMF/CTO must make all travel arrangements, perform cost comparison, and if necessary, collect any excess cost. For AMC space-available portions of my travel, I understand I am solely responsible in making all the travel arrangements for my circuitous route.

5. I must have sufficient funds in my possession to defray the cost of travel where government transportation is not furnished. I understand and accept the responsibility for compliance with the travel requirements as outlined in the Foreign Clearance Guide.

(Signature of Individual)
(Typed name, rank, SSAN, phone)

1st Ind (Military Personnel Flight)
Approve/Disapprove

(Signature of Assignment Clerk)
Type Name/Rank/Title

2nd Ind (TMF/CTO)

Under the provisions of AFI 24-101, _____ (Name/Rank/SSAN), is
authorized from _____ to _____ for circuitous travel.

Traveler's authorized normal route is: _____ (old PDS) to
_____ (new PDS) and is authorized reimbursement in the amount of
\$ _____ (state "NONE" if there's no reimbursement authorized). The AMC portion of
this request resulted in the excess cost amount of \$ _____ (state "NONE" if there's no excess
cost).

(Traffic Management Officer
Signature Block, TA for TO)

Attachment 4

**SAMPLE
TRAVELOPE/PASSENGER CHECKLIST**

Departure Date	FLT #	From	To	Show Time	Departure Time
Arrival Date	FLT #	From	To	Show Time	Departure Time

Passenger(s) Name: _____ Total Seats: _____

Unique Control Number (See GATES printout): _____ Cost: \$ _____

AMC CHECK-IN: Passengers may check-in one (1) day prior to departure at the AMC Passenger Terminal or on actual day of departure no later than the show time listed above. Check-in times vary from terminal to terminal; check local procedures. One copy of your travel orders with the AMC Unique Control Number must be given to AMC for boarding authorization.

COMMERCIAL CHECK-IN: Check-in 2 hours prior to departure or as determined by airline carrier.

BAGGAGE ALLOWANCE: Each passenger is authorized 2 pieces of checked baggage not to exceed 70 pounds and 62 linear inches. Attach baggage tags and include a copy of travel orders or forwarding address/telephone number in each checked bag. You are also authorized one (1) carry-on bag restricted to 45 linear inches that must fit under the seat or in the overhead compartment. Since foreign flag carriers weight restrictions vary, consult airline carrier for details.

BAGGAGE INTERLINING: A contract may exist between most major airline carriers and AMC departing/arriving commercial gateways.

PET SHIPMENTS: Passengers are responsible for all expenses incurred.

*AMC - Pet and container with combined weight up to 150 pounds must be charged as excess baggage. Passengers must have appropriate health and rabies certificates for pets and must comply with requirements outlined in the Foreign Clearance Guide. Contact your AMC terminal for additional information.

*Commercial - Verify pet confirmation, charges, general destination entry and health requirements directly with the appropriate airline carrier.

DOCUMENTATION: Safeguarding tickets, stamped passport, military and personnel ID and travel orders.

TRAVEL VOUCHER: Retain all copies of travel documents to file with your travel voucher.

UNUSED TICKETS: Return all unused tickets to TMF/CTO before filing your travel voucher.

LOST TICKETS: Report lost tickets to the carrier and file a lost ticket report immediately. Provide copy of lost ticket report to TMF/CTO. You are responsible for your tickets and the replacement cost if lost.

TICKET CARE: Do not expose commercial tickets to direct sunlight or heat.

ATTENTION: DoD and AF policy prohibit members from self-procuring transoceanic travel. Contact TMF/CTO for assistance.

Attachment 5**SAMPLE OF****LEAVE-IN-CONJUNCTION WITH OFFICIAL (LICWO) TRAVEL**

MEMORANDUM FOR ACCOUNTING AND FINANCE

FROM: (TMF)

SUBJECT: Reimbursement for Leave In-Conjunction with Official (LICWO) Travel Cost

This is to certify that _____ is entitled to
(Last Name, First Name/Rank/SSAN)
reimbursement of the official travel cost in reference to TDY/PCS authorization. In accordance
with the JFTR, pars. U3310, U3120 and U5105-C and JTR par. C2207-D, a traveler is authorized
reimbursement of self-procurement for the official portion of his/her travel within the CONUS
in-conjunction with desired leave arrangements. Travelers must make all official travel
arrangements through the TMF/CTO, to include enroute travel changes to ensure reimbursement
consideration. The authorized routing for official travel is from

_____ to _____.
(Base and/or City & State) (Base and/or City & State)

The government one-way authorized fare for travel is \$ _____. The traveler is

entitled to reimbursement in the amount of \$ _____.

(Traffic Management Officer
Signature Block, TA for TO)

Attachment 6**CENTRALLY BILLED ACCOUNT (CBA) PROCEDURES**

A6.1. The CBA is used as the method of payment for airline, rail and sometimes bus tickets when:

A6.1.1. A traveler has not been issued an Individually Billed Account (IBA), commonly referred to as a personal Government Travel Card (GTC).

A6.1.2. Traveling as a group.

A6.1.3. Directed by the MAJCOM Commander/Base Commander.

A6.2. To preclude travelers from mistakenly requesting reimbursement when the CBA method of payment is used, the CTO will mark the traveler's itinerary or ticket(s) with the method of payment. Tickets purchased using a CBA will state, "Airline ticket(s) paid by CBA, Non-Reimbursable to Traveler." Tickets purchased using an IBA will state, "Airline Ticket(s) paid by IBA, Reimbursable to Traveler". Note: The Passenger Name Record (PNR) invoice should not contain the CBA or IBA number.

A6.3. Except for travel arrangements made through the Defense Travel System (DTS), the Traffic Management Flight (TMF) must maintain a copy of the PNR invoice and a copy of the travel authorization/order for each ticket issued on the CBA. These documents should be filed either by transaction date, ticket number or alphabetically (traveler's name) to facilitate reconciling the CBA invoice. If the travel authorization/order is processed through the DTS, there is no need to retain a copy of the PNR and travel authorization because they are stored electronically within the DTS. However, optional retention of a copy of the PNR and travel authorization for DTS transactions, appropriately filed, may simplify the reconciliation process.

A6.4. When un-used or partially used tickets are returned to the CTO/TMF, documentation is initiated and forwarded to the airline/rail company for the appropriate refund/credit. The TMF must establish an active suspense file identifying all travel transactions due credits/refunds from the airlines/rail companies for tickets charged to the CBA. Tracking must be accomplished by maintaining paper copy documentation files and by spreadsheet or another quick reference product that provides current status of all credits/refunds due. As a minimum the tracking product requires the travel order/authorization number, traveler's name, date a refund request was submitted, amount of credit due, and the date refund/credit was received as identified on the Government Travel Card Vendor (GTCV) invoice report. The TMF must ensure that credits due appear on the GTCV's invoice report until the credit is received. A follow-up process, at least monthly, should be established to check status of outstanding credits due.

A6.5. CBA Reconciliation Process

A6.5.1. The GTCV forwards the paper copy of the invoice at the end of the billing cycle to the TMF. The paper copy GTCV invoice (bill) should be received approximately seven to ten days after the end of the billing cycle. When received, the invoice is date stamped. This date starts the clock for prompt payment. The payment due date is stated on the GTCV invoice (and is the date used for determining amounts past due and the account suspension date). The reconciliation should be completed and certified by the TMF within 10 days after receipt. Note: If the paper copy invoice is not received within 10

days after the end of the billing cycle, the TMF should contact and advise the GTCV that the invoice was not received.

A6.5.2. At the end of the billing cycle the GTCV sends an electronic version of the CBA invoice to the CTO. The electronic version should contain the same data as the paper copy invoice sent to the TMF. The electronic invoice should be used to start the reconciliation rather than waiting for the paper copy.

A6.5.3. The TMF may also monitor CBA transactions using the GTCV EAGLS web based program.

A6.5.4. Based on the CTO contract, the CTO's participation in the reconciliation process varies. The TMF establishes written local procedures on the CBA reconciliation process to include specific CTO and TMF responsibilities and time periods for accomplishment.

A6.5.5. The CBA reconciliation process as a minimum must include the following:

A6.5.5.1. Review of all charges and credits on the electronic version of the invoice to include: amount, date, passenger name, ticket number, and airline code. The CTO may make minor corrections (but not dollar amounts) and forward the updated disk and reports to the Transportation Officer (TO).

A6.5.5.2. The CTO/TMF pulls the previously filed copies of refunds identified as credits on the invoice for use in the reconciliation process.

A6.5.5.3. The TMF/CTO assembles a copy of each travel authorization/order and a copy of each PNR invoice in the same sequence as appears on the GTCV hard copy invoice.

A6.5.5.4. The TMF is responsible for reconciling the report for payment, making sure the ticket number, traveler's name, airline code and cost on the PNR invoice match the hard copy of the GTCV's invoice.

A6.5.5.5. The CTO/TMF work the unmatched transactions indicating "awaiting credit or wrongful charges" to the account. If there are missing credits/refunds or wrongful charges, the ticket number is researched for the traveler's name and date the ticket was issued. Ensure the appropriate GTCV dispute form is completed. The TMO must suspense the dispute until it is resolved with all parties concerned. Once resolved, the TMO must monitor the next invoice to ensure all disputes have been updated.

A6.5.5.6. All transactions on the GTCV PAPER COPY invoice must be certified for payment or placed in dispute. TMOs should reconcile and pay everything on that specific invoice so the charges on the invoice and the Standard Form 1113 or Standard Form 1034 match completely. The only time the price for that billing cycle should be different is when the TMO disputes a charge and/or credit. When the credit shows up on the next months invoice, the TMO can then process the credit, refund or void the ticket. The TO must verify the amount being certified for payment and type the certification statement on the Standard Form 1113 or Standard Form 1034, sign and date the form.

A6.5.5.7. The TMF/CTO must make the number of copies of the travel authorizations/orders and PNR invoices required by the supporting DFAS/OPLOC. The travel authorizations/orders and PNRs must be assembled in the proper sequence and forwarded to the DFAS/OPLOC with a paper copy of the GTCV's invoice, a copy of the TO's certified Standard Form 1113 or Standard Form 1034 and a disk (provided by the CTO) with all of the reconciled transactions in the TTOPRS for-

mat. Note: CBA transactions processed through DTS do not require copies of the travel authorizations/orders and PNRs to be forwarded to DFAS/OPLOC, as they can be reviewed through the web. The TMF should retain a backup copy of the assembled documentation in case the documentation is lost in transit between the DFAS/OPLOC and the shipping location.

A6.6. DFAS/OPLOC should process each invoice within 10 days of receipt and make EFT payment to the bank. This effort ensures CBA payments are received by the bank in a timely manner preventing late payment interest penalties, and precluding account suspensions.

Attachment 7**IC 2004-1 TO AFI 24-101, PASSENGER MOVEMENT**

27 OCTOBER 2004

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-1. This IC reformats, consolidates, and renumbers information where necessary. The (Contracted) Commercial Travel Office (CTO) and **Attachment 6**, Centrally Billed Account Procedures. Based on two GAO reports (GAO 04-398, *Control Weaknesses Led to Millions of Dollars Wasted on Unused Airline Tickets*, and 04-88, *Internal Control Weaknesses at DoD Led to Improper Use of First and Business Class Travel*) and an Air Force Audit Agency Report, *Centrally Billed Account (CBAs) for Travel Audit* (Project F2002-FB1000-0036.000), CTO and CBA requirements have been significantly revised. Specifically, the changes outline the new procedures the CTOs must follow with regard to making premium class travel (PCT) accommodations and ticketing PCT, as well as the CTO requirements pertaining to fully unused tickets and partially used tickets and turn-in for refunds. Additionally, this change also informs the CTO that it must comply with Centrally Billed Account (CBA) procedures in **Attachment 6** of this AFI and/or as specified in the CTO contract statement of work. Use of Premium Class Travel (PCT) Accommodations: Based on GAO Report 04-88, *Internal Control Weaknesses at DoD Led to Improper Use of First and Business Class Travel*, and resulting DEPSECDEF/USECDEF and SAF/OS memos, PCT policy has also been significantly revised. Specifically, this revision adds detailed overall policy on the use of PCT accommodations, to include the authorizing/reporting officials for PCT, the PCT approval process, and the PCT documentation and reporting requirements. Family Member/Spouse Travel to Award Ceremonies: Due to the ever-changing numbers and types of awards, specific awards were deleted and a more generic statement was added that mirrors the spouse travel requirements to award ceremonies in the Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR).

1.1.3. Authorizes first-class travel accommodations (SecAF or the Under Secretary of the Air Force (SAF/US) for Air Force uniformed service members, Air Force civilian personnel, and dependents. Eligibility is determined in accordance with criteria in the *Joint Federal Travel Regulations, Volume 1 (JFTR) Uniformed Service Members*; the *Joint Travel Regulations, Volume 2 (JTR) Department of Defense Civilian Personnel*; and DoDD 4500.56, *DoD Policy on the use of Government Aircraft and Air Travel*.

1.1.4. SecAF or SAF/US authorizes premium class, other than first class, travel accommodations (hereafter referred to as business class travel accommodations) for Air Force four-star general officers and civilian equivalents and their dependents when the request meets at least one of the conditions in the JFTR or JTR.

1.1.5. Delegates authority to SAF/AA to approve Air Force Secretariat and Air Staff Air Force three-star general officers and below and civilian equivalents and their dependents when the request meets at least one of the conditions in the JFTR or JTR.

1.1.6. Delegates to Major Command (MAJCOM) commanders (MAJCOM CV in CC's absence only), commanded by three- and four-star generals, authority to approve requests for business class travel accommodations for personnel assigned within their command when at least one of the conditions in the JFTR or JTR is met. MAJCOM commanders will submit their business class travel accommodation requests through AF/ILGD to AF/CV for approval consideration.

1.1.7. Delegates to the AF/CV, or AF/CVA in AF/CV's absence, authority to approve requests for business class travel accommodations for personnel assigned to Direct Reporting Units (DRUs), and Field Operating Agencies (FOAs) when at least one of the conditions in the JFTR or JTR is met.

1.1.8. Delegates to the Director of the Air National Guard (NGB/CF) authority to approve requests for business class travel accommodations for personnel assigned to the Air National Guard when at least one of the conditions in the JFTR or JTR is met. NGB/CF will submit his/her business class travel accommodation requests to AF/CV for approval consideration.

1.1.9. Authorizes the use of Military Aircraft (MilAir) for permanent change of station (PCS) travel for senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

1.1.10. Delegates to CSAF authority to approve MilAir use for PCS travel of senior officials affected by extremely short notice assignments, late Senate confirmations, or contingencies, except for personnel assigned to the Secretariat.

1.1.11. Authorizes the use of MilAir or Operational Support Airlift (OSA) for Air Force senior officials' passenger movement requests not designated as required users.

1.1.12. Delegates to CSAF authority to approve MilAir/OSA for Air Force senior officials' passenger movement requests not designated as "required users", except for personnel assigned to the Secretariat.

1.3.3. Authorizes/approves requests for business class travel accommodations for Air Force uniformed service members, Air Force civilian personnel, and dependent family members assigned to DRUs, and FOAs, when the request meets the criteria in the JFTR or JTR. AF/CVA may approve these requests in AF/CV's absence only.

1.3.4. Authorizes/approves requests for business class travel accommodations for MAJCOM commanders and the Director of the Air National Guard.

1.3.5. Authorizes the use of MilAir for PCS travel for senior Air Force officials affected by extremely short notice assignments, late Senate confirmations, or contingencies.

1.3.6. Authorizes passenger movement requests on MilAir or OSA for Air Force senior officials' assigned to the Pentagon and not designated as "required users", IAW DoDD 4500.43, *Operational Support Airlift (OSA)*, and DoDD 4500.56, except for personnel assigned to the Secretariat.

1.13.15 Ensures the CTO complies with premium class travel requirements in accordance with the CTO contract, and that this be a special interest item with regard to quality control checks.

2.6. The (Contracted) Commercial Travel Office (CTO). The CTO is a civilian operated business under contract with the DoD. It furnishes the TMF a service by providing transportation and travel services for uniformed service members and DoD employees as outlined in the scope of the contract and DoD 4500.9-R, Part I, Chapter 102. Use of the CTO for official travel is required when the CTO is available, and the CTO shall not issue tickets to the traveler without a valid travel order/authorization or written approval from the TMF.

2.6.2.2. Makes official air transportation travel arrangements on Patriot Express missions using the Global Air Transportation and Execution System (GATES) when required by the CTO contract.

2.6.2.7. CTO Contracts follow the basic guidelines of the Air Force, CTO Official Travel Performance Work Statement (PWS) and Guidelines for Proposal Submission and Evaluation (copy posted to the AF/ILGD web site), <https://www.il.hq.af.mil/ilg/ilgd/index.cfm?osymbol=ilgd> under CTO Issues).

2.6.3. The CTO complies with the following when making and ticketing official travel accommodations.

2.6.3.1. The CTO marks the traveler's itinerary/or ticket(s) either electronically or manually with the method of payment. Tickets purchased using a Centrally Billed Account (CBA) will state, "Airline ticket(s) paid by CBA, Non-Reimbursable to Traveler." Tickets purchased using an IBA will state, "Airline Ticket(s) paid by IBA, Reimbursable to Traveler".

2.6.3.2. If a portion of the CBA number is needed on the travel itineraries or other documents provided to the traveler, the number entered will be limited to no more than the last 5 digits of the CBA number.

2.6.3.3. The CTO notifies the TMF of all airline ticket transactions that have potential discrepancies in authorization or billing.

2.6.3.4. The CTO only receives travel authorizations/requests from, and sends email ticket confirmations to, ".mil" or ".gov" email addresses.

2.6.4. The CTO complies with the following when making premium class travel (PCT) accommodations and ticketing PCT:

2.6.4.1. The Contractor does not issue PCT tickets (first class or business class) without the travel order/authorization being documented as directed in the Joint Federal Travel Regulations (JFTR U2000-A2) and the Joint Travel Regulations (JTR C2000-A2). The travel order/authorization must specifically state that the use of PCT is authorized/approved.

2.6.4.2. Where extenuating circumstances or emergencies situations preclude the traveler from obtaining advance PCT authorization/approval (Ref JTR, par. C2000-A2a and JFTR, par. U2000-A2a), after-the-fact approval is permitted. In these situations, the CTO only issues PCT tickets when the AO places a statement on the travel order/authorization stating, "After-the-fact PCT approval is being/will be pursued. Issuance of PCT tickets is authorized in anticipation of approval. If PCT is not approved after-the-fact by the appropriate authorizing/approval authority, the traveler is responsible for the cost difference between the premium class transportation used and the transportation class for which the traveler was eligible."

2.6.4.3. If the Contractor issues PCT tickets without the travel order/authorization documentation, PCT approval/authorization statement or the after-the-fact statement by the travel order/authorization AO, the contractor is liable for reimbursement to the Government for the cost difference between the premium class transportation used and the transportation class for which the traveler was eligible.

2.6.4.4. Travelers are authorized to upgrade to premium class services and accommodations at personnel expense (e.g., cash or using personal frequent traveler benefits) without obtaining PCT approval.

2.6.5. CTO requirements pertaining to fully unused tickets and partially used tickets and turn-in for refunds.

2.6.5.1. The CTO notifies travelers that all unused and partially used tickets are of value and must be turned in for the applicable refund.

2.6.5.2. The CTO maintains a daily log of all identified fully unused and partially used tickets.

2.6.5.3. The CTO provides the TMF, once a month, a report of unused tickets obtained through the contractor's Global Distribution System.

2.6.5.4. The CTO identifies and cancels unused tickets 30 days after the last scheduled travel date, and initiates the ticket refund process.

2.6.5.5. The CTO processes unused ticket refund requests with the airlines.

2.6.5.6. The CTO provides the TMF with copies of all requests for refunds.

2.6.5.7. The CTO provides the TMF with the data required to complete the Unused Ticket Data and Refund Data report. A copy of the report format is available at the AF/ILGD web site, under Unused Ticket Issues.

2.6.6. The CTO complies with the CBA Procedures identified in [Attachment 6](#) of this AFI and/or as specified in the CTO contract statement of work.

2.7. Use of Premium Class Travel (PCT) Accommodations. DoD policy requires the use of least expensive coach class transportation accommodations for all official travel. Travel requirements should be determined in sufficient time to reserve coach class accommodations for members, employees and their dependents. Advance planning to include the use of alternate travel dates or rest stops is essential to ensure travelers comply with DoD policy. PCT accommodations may be used only when exceptional circumstances are warranted to meet mission requirements and must not be common practice. Blanket authorization/approval of PCT is not permitted. Requests for PCT accommodations will be considered on a case-by-case basis. PCT accommodations shall not be used for PCS travel nor for CONUS to CONUS flights, except for those limited conditions outlined in the JFTR or JTR. When PCT is authorized/approved it applies to the principal traveler only, unless specifically approved for other travelers in the party. PCT upgrades are permitted without approval when there is no cost to the Government (e.g., through the use of cash or frequent traveler benefits). For guidance on using frequent flyer program benefits for upgrade to premium class travel, see [Chapter 3](#), paragraph [3.30](#), of this AFI.

2.7.1. Premium Class Travel (PCT) Categories. There are two types of PCT accommodations: first class and premium class other than first class. Hereafter, premium class, other than first class, will be referred to as business class in this AFI. When an airline flight has only two classes of service, the higher class of service, regardless of the term used, is treated as first class.

2.7.1.1. PCT accommodations may be authorized/approved on an exception basis only as outlined in the JFTR, paragraph U3125, for military personnel and their dependents and the JTR, paragraph C2204, for DoD civilian employees, their dependents, and others traveling under Invitational Travel Authorizations (ITAs).

2.7.1.2. First class travel accommodations may be authorized/approved when at least one of the criteria identified in the JTR, paragraph C2204-B3 or the JFTR, paragraph U3125-B3 is met, fully justified and documented.

2.7.1.3. Business Class travel accommodations may be authorized/approved when at least one of the criteria identified in the JTR, paragraph C2204-B4 or the JFTR, paragraph U3125-B4 is met, fully justified and documented.

2.7.2. Premium Class Travel Authorizing/Reporting Officials. PCT can only be authorized/approved on an exception basis. Authorizing/approving officials must consider each request for PCT accommodations individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. Requests that do not clearly substantiate an exceptional mission need justifying the use of PCT should be disapproved. To assist the traveler and the PCT authorizing/approving official in the request/approval process, a first class and business class decision support tool is available at the AF/ILGD web site, under Premium Class Travel Issues. NOTE: Refer also to Table 2.7.T1 at the end of this section.

2.7.2.1. Self-approval of PCT for business or first class is prohibited.

2.7.2.2. Code two and three Presidential appointees and three- and four-star general officers must now obtain business class travel approval from a person senior to the traveler in their chain of command.

2.7.2.3. The Traffic Management Flight (TMF)/Commercial Travel Office (CTO) may no longer authorize/approve first or business class travel accommodations when regularly scheduled flights between the authorized origin and destination (including connection points) provide only first class or business class accommodations. These flights must now be authorized/approved by the appropriate business or first class travel authorizing/approving authority.

2.7.2.4. First class travel accommodations. The SecAF has designated SAF/OS and SAF/US as the approval authorities for all first class travel accommodation requests, except as noted below. First class travel requests for civilian personnel will be submitted to SAF/AA for review and routing to SAF/OS or SAF/US as appropriate for consideration. First class travel requests for military personnel will be routed to AF/ILGD for review and forwarding to AF/CV. AF/CV will review and determine whether or not military requests should be forwarded to SAF/AA for approval consideration. SAF/AA will review and route to SAF/OS or SAF/US as appropriate for consideration. Note the approval authority exception at paragraph 2.7.2.9. below.

2.7.2.5. Business class travel accommodations. The SecAF has designated the following as business class travel authorization/approval and reporting officials. Note the approval authority exception at paragraph 2.7.2.9. below.

2.7.2.6. Air Staff and Air Force Secretariat civilian personnel forward all business class travel accommodation requests to SAF/AA. Air Staff and Air Force Secretariat military personnel will route all business class travel accommodation requests to AF/ILGD, for review and forwarding to AF/CV. AF/CV will review and determine whether or not military requests should be forwarded to SAF/AA for consideration. SAF/AA is the business class approval authority for three-star generals and below and civilian equivalents assigned to the Air Staff and the Air Force Secretariat. SAF/AA will review and forward business class travel requests for four-star general and civilian equivalents assigned within the Air Staff and the Air Force Secretariat to SAF/OS or SAF/US as appropriate for consideration. Note the approval authority exception at paragraph 2.7.2.9. below.

2.7.2.7. The MAJCOM Commander (MAJCOM CV in the absence of the CC) is the authorization/approval authority for business class travel for requests from personnel assigned to the MAJCOM. Note: Includes personnel assigned to a Numbered Air Force when traveling on Air Force business. When traveling on Joint business, requests for business-class approval are submitted in accordance with the Joint Staff approval procedures.

2.7.2.8. The AF/CV, or AF/CVA in the absence of the CV, is the authorization/approval authority for business class travel for requests from personnel assigned to Direct Reporting Units (DRUs) and Field Operating Agencies (FOAs). Requests for business class travel accommodation will be routed to AF/ILGD for review and forwarded to AF/CV for consideration.

2.7.2.9. In accordance with the JTR, paragraphs C2204-B3d (first class) and B4d (business class), and JFTR, paragraphs U3125-B3d (first class) and B4d (business class) the category "When required by mission" can only be applied in connection with Presidential, Congressional or Secretarial designated boards, commissions, task forces, and special high level invited guests (approval level is Executive Secretary, Office of the Secretary of Defense) and for the Armed Forces Entertainment (AFE) Program, (approval level is the Executive Agent for the AFE program, currently the Department of the Air Force).

2.7.3. Premium Class Travel (PCT) Approval Process. Every effort should be made to obtain approval prior to traveling. However, in cases where extenuating or emergency circumstances make advanced authorization impossible, the traveler must still obtain "after-the-fact" written authorization at the earliest possible time. In the event an after-the-fact request is disapproved, the traveler is liable for the difference in cost between the premium class and coach class air accommodations.

2.7.3.1. The designated authorization/approval officials may authorize/approve first class accommodations when at least one of the conditions in the JFTR, paragraph U3125-B3 or the JTR, paragraph C2204-B3 is met, and may approve business class accommodations provided at least one of the conditions in the JFTR, paragraph U3125-B4 or JTR, paragraph C2204-B4 is met.

2.7.3.2. To assist in the authorization/approval official in determining whether the PCT request meets the JTR/JFTR criteria, a PCT Decision Support Tool has been developed for use by the traveler, travel authorizing official (AO), and the premium class authorizing/approval official. The PCT Decision Support Tool is available at the AF/ILGD web site, under Premium Class Travel Issues.

2.7.3.3. The traveler submits the PCT request through the traveler's order authorizing official (AO) to the appropriate PCT authorization/approval authority designated above. Requests for PCT accommodation that must be approved at the AF/CV, SAF/AA, SAF/US or SAF/OS levels should be submitted as soon as the requirement is anticipated, but not less than 15 duty days prior to the desired travel date. Note: MAJCOMs, DRUs, and FOAs may want to establish PCT internal routing procedures for their organizations.

2.7.3.4. A sample request for approval of PCT accommodation due to a Disability, or Other Physical Impairment and a request for Other than a Disability, or Other Physical Impairment are available at the AF/ILGD web site, under Premium Class Travel Issues. Justification for the PCT category requests must state why PCT is necessary for mission accomplishment and not just identify the category as indicated in the JTR or JFTR. Much of the information indicated on the sample PCT request is used for the PCT reporting requirement.

2.7.3.5. The designated PCT authorization/approval authority reviews the request to ensure sufficient justification is provided to show mission necessity and justify the expenditure of additional Government funds required for the PCT. After the decision is made to approve or disapprove the PCT request, the PCT authorization/approval authority forwards the decision to the travel authorizing official (AO). If the PCT

request is approved, the PCT approval authority must retain a file copy of the approved package for a period of 6 years and 3 months for audit purposes.

2.7.3.6. When the travel AO receives the PCT authorization/approval authority's decision, the AO notifies the traveler of the decision. If approved, the AO ensures that the appropriate documentation (see below for appropriate words) is entered on the travel order/authorization so the CTO can issue PCT tickets.

2.7.4. PCT Documentation Requirements.

2.7.4.1. Before the CTO can issue PCT tickets, a statement must be entered in the remarks section of the travel order/authorization indicating that PCT has been approved. The minimum information that must be entered on the travel order/authorization is:

2.7.4.1.1. The type of PCT accommodations approved. (Business or First Class.)

2.7.4.1.2. The regulatory reference in the JTR/JFTR that was used to justify the PCT.

2.7.4.1.3. The cost difference between the premium class and coach class fares (normal Government routing, YCA and other Government contract fares, etc., available).

2.7.4.1.4. The premium class approving authority, Name, Rank, and Office Symbol.

An example of required statement:

Example: Business class travel has been justified and approved based on JFTR, U3125-B4a, space is not available in coach class. The cost difference between the business class fare and the coach class fare is \$765.00. This PCT was approved by General, David Smith, HQ USAF/XXXX. Full documentation of the PCT approval is on file in the office of the PCT approving official.

2.7.4.2. For those situations, as identified in the JTR, paragraph C2000-A2a and JFTR, paragraph U2000-A2a, where "extenuating circumstances or emergency situations" prevent advance authorization/approval of premium class travel, a statement will be placed on that travel order/authorization to permit CTO ticketing. The statement must indicate the extenuating circumstance or emergency precluding PCT authorization/approval prior to the start of travel and that authorization/approval is being or will be pursued after-the-fact. Issuance of PCT tickets by the CTO is permitted in anticipation of approval. If the authorizing/approval authority does not approve the after-the-fact PCT request, the traveler is responsible for the cost difference between the PCT transportation used and the transportation class for which the traveler was eligible. The statement must include the cost difference between the coach class and the premium class being requested and the name, rank and office symbol of the AO. The JFTR/JTR requires that after-the-fact PCT approval be completed within seven days of travel completion. It will be the responsibility of the traveler and AO to ensure that the PCT approval is obtained or that the traveler pays the difference between the travel class authorized and the travel class used.

An example of required statement:

Example: After-the fact approval for business class travel is being pursued. This is a short notice travel requirement and sufficient time is not available to obtain authorization/approval prior to travel commencement. Business class travel is being justified in accordance with JFTR, paragraph U3125-B4a; space is not available in coach class. The cost difference between the business class fare and the coach class fare is \$765.00. If the request for business class travel is not approved, the traveler is responsible for the cost difference between the business class fare and the coach class fare. The travel order/authorization, authorizing official is Lt Col, Robert Jones, 355th XXX. The CTO is authorized to provide business class tickets for this travel.

2.7.5. Premium Class Travel Reporting Requirement. All PCT must be reported to the Office of the Under Secretary of Defense (Personnel and Readiness). The first report covered the period of 1 Apr 04 through 30 Jun 04; the second report covered the period of 1 Jul 04 through 30 Sep 04. Future reports are required to be submitted semiannually, 1 Oct through 31 Mar, and 1 Apr through 30 Sep, with reports due to OUSD (P&R) 30 days after the end of reporting period. The office of the approving official must enter on the spreadsheet (copy available at the ILGD web site, under Premium Class Travel Issues) the data required for reporting up channel. Also, available at the web site is a copy of the Premium Class Travel Report Data Elements Instructions. The reports (spreadsheets) should be completed and forwarded as an email attachment to "<mailto:AFILGD.Workflow@pentagon.af.mil>", not later than 20 days after the end of each reporting period. AF/ILGD is responsible for consolidating and forwarding the Air Force report to OUSD (P&R).

Table 2.1. Air Force Premium Class Travel Approval Authorities and Reporting Officials.

Air Force Personnel Assigned to	First Class Approval Authority and Reporting Officials	Business Class Approval Authority and Reporting Officials
<u>Air Force Secretariat and Air Staff</u>	<u>Secretary of the Air Force, SAF/OS, or</u> <u>Under Secretary of the Air Force, SAF/US</u> Civilians - Submit All First Class Requests through SAF/AA Military - Submit All First Class Requests to AF/ILGD for Review and Routing through AF/CV and SAF/AA to SAF/OS or SAF/US Note: 1 & 2.	<u>SAF/OS, SAF/US, SAF/AA</u> Civilians - Submit All Business Class Requests to SAF/AA for Review and Appropriate Routing Military - Submit All Business Class Requests to AF/ILGD for Review and Routing through AF/CV to SAF/AA for Review and Appropriate Routing to SAF/OS or SAF/US Notes: 1, 3 & 4.
<u>MAJCOMs (includes AFRC and Numbered Air Forces)</u>	<u>Secretary of the Air Force, SAF/OS, or</u> <u>Under Secretary of the Air Force, SAF/US</u> Civilians - Submit All First Class Requests through SAF/AA Military - Submit All First Class Requests to AF/ILGD for Review and Routing through AF/CV and SAF/AA for Routing to SAF/OS or SAF/US Note: 1 & 2.	<u>MAJCOM/CC, MAJCOM/CV in Absence of MAJCOM/CC</u> Submit requests for Business Class Travel to the MAJCOM/CC in accordance with MAJCOM Premium Class Routing Instructions. Notes: 1, 3, & 5.

Air Force Personnel Assigned to	First Class Approval Authority and Reporting Officials	Business Class Approval Authority and Reporting Officials
<u>Direct Reporting Units (DRUs) and Field Operating Agencies (FOAs)</u>	<u>Secretary of the Air Force, SAF/OS,</u> <u>or</u> <u>Under Secretary of the Air Force, SAF/US</u> Civilians - Submit All First Class Requests through SAF/AA Military - Submit All First Class Requests to AF/ILGD for Review and Routing through AF/CV and SAF/AA to SAF/OS or SAF/US Note: 1 & 2.	<u>AF/CV, AF/CVA in Absence of AF/CV</u> Submit All Business Class Requests to AF/ILGD for Review and Forwarding to AF/CV for Consideration. Follow DRU, FOA Internal Premium Class Travel Routing Instructions. Notes: 1 & 3.
<u>Air National Guard</u>	<u>Secretary of the Air Force, SAF/OS,</u> <u>or</u> <u>Under Secretary of the Air Force, SAF/US</u> Civilians - Submit All First Class Requests through SAF/AA Military - Submit All First Class Requests to AF/ILGD for Review and Routing through AF/CV and SAF/AA to SAF/OS or SAF/US Note: 1 & 2.	<u>NGB/CF, AF/CV in the Absence of NGB/CF</u> Submit requests for Business Class Travel to the NGB/CF in Accordance with ANG Premium Class Routing Instructions. Notes: 1, 3, & 6.

Note 1. Premium class travel authorizing/approving officials may not approve their own premium class travel accommodations. Authorization/approval must be obtained from a senior flag officer or civilian equivalent. Example: A four-star MAJCOM commander has business class approval authority for those within the MAJCOM on an exception basis and when the travel request meets the established criteria in

the JFTR/JTR. However, MAJCOM commanders must submit their own business class travel requests to AF/CC or AF/CV, as appropriate.

Note 2. Civilian requests for first class travel will be submitted to SAF/AA. SAF/AA will review requests prior to forwarding to SAF/US or SAF/OS as appropriate. Military member requests for first class travel will be submitted to AF/ILGD. AF/ILGD will review requests and forward to AF/CV for review and forward to SAF/AA who will review and forward to SAF/US or SAF/OS for approval consideration.

Note 3. The authorization/approval authority for business class travel may be delegated no lower than to a two-star general officer or civilian equivalent level, and the approving official must be senior in the reporting chain to the requester. Therefore, if the indicated approval authority is not a two-star general officer or civilian equivalent or higher and senior in the chain of command, the request must be forwarded up the chain of command for appropriate approval.

Note 4. Civilians assigned to the Air Staff and Secretariat will submit business class requests to SAF/AA. Military member requests for business class travel will be submitted to AF/ILGD. AF/ILGD will review requests and forward to AF/CV for review and forwarding to SAF/AA who will in turn review and as appropriate forward to SAF/US or SAF/OS for approval consideration. SAF/AA is the business class approval authority for three-star generals and below, and civilian equivalents assigned to the Air Staff and Secretariat. SAF/OS and SAF/US are the business class approval authorities for four-star generals and civilian equivalents assigned to the Air Staff and Secretariat.

Note 5. For personnel traveling on Air Force business, MAJCOM/CCs, and MAJCOM/CVs in the absence of the MAJCOM/CC, have business class approval authority for personnel under their command, including personnel assigned to numbered air forces. When personnel travel on Joint business, requests for business class travel approval are submitted in accordance with Joint staff or command approval procedures.

Note 6. The Air National Guard Director (NGB/CF) has business class approval authority for personnel assigned to the ANG. In the absence of the NGB/CF, requests for business class travel will be forwarded through AF/ILGD to AF/CV for business class travel approval consideration.

2.9. Family Member/Spouse Travel to Award Ceremonies.

2.9.1. MAJCOM commanders and vice commanders may approve spouse travel for spouses of award recipients to attend a major award ceremony (i.e., Presidential award ceremony, or an annual agency or major organizational component ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization). When family member/spouse travel to attend an award ceremony is approved, an Invitational Travel Authorization (ITA) will be issued. Only transportation costs will be funded; per diem will not be paid.

2.9.1.1. If there is no spouse or the spouse is unable to attend, the recipient may elect to invite one family member to attend the ceremony. When family member travel to attend an award ceremony is approved, an ITA will be issued. Only transportation costs will be funded; per diem will not be paid. See JTR, Appendix E, Part I for further guidance.

2.9.1.2. When the family member/spouse is an Air Force uniformed service member or Air Force Civil Service employee and family member/spouse travel is approved, a TDY order will be issued rather than an ITA.

2.9.1.3. When an individual who is neither an Air Force member nor an Air Force Civil Service employee is selected as an award recipient, the recipient and family member/spouse may travel on an ITA to attend the presentation ceremony. See JFTR/JTR, Appendix E, for guidance and limitations on travel reimbursements.

NOTE: Family members and spouses traveling to an award ceremony are not required to meet the participation requirements stipulated in this AFI, Paragraph [2.8](#).

Attachment 6

CENTRALLY BILLED ACCOUNT (CBA) PROCEDURES

A6.1. The CBA is used as the method of payment for airline, rail and sometimes bus tickets when:

A6.1.1. A traveler has not been issued an Individually Billed Account (IBA), commonly referred to as a personal Government Travel Card (GTC).

A6.1.2. Traveling as a group.

A6.1.3. Directed by the MAJCOM Commander/Base Commander.

A6.2. To preclude travelers from mistakenly requesting reimbursement when the CBA method of payment is used, the CTO will mark the traveler's itinerary or ticket(s) with the method of payment. Tickets purchased using a CBA will state, "Airline ticket(s) paid by CBA, Non-Reimbursable to Traveler." Tickets purchased using an IBA will state, "Airline Ticket(s) paid by IBA, Reimbursable to Traveler". Note: The Passenger Name Record (PNR) invoice should not contain the CBA or IBA number.

A6.3. Except for travel arrangements made through the Defense Travel System (DTS), the Traffic Management Flight (TMF) must maintain a copy of the PNR invoice and a copy of the travel authorization/order for each ticket issued on the CBA. These documents should be filed either by transaction date, ticket number or alphabetically (traveler's name) to facilitate reconciling the CBA invoice. If the travel authorization/order is processed through the DTS, there is no need to retain a copy of the PNR and travel authorization because they are stored electronically within the DTS. However, optional retention of a copy of the PNR and travel authorization for DTS transactions, appropriately filed, may simplify the reconciliation process.

A6.4. When un-used or partially used tickets are returned to the CTO/TMF, documentation is initiated and forwarded to the airline/rail company for the appropriate refund/credit. The TMF must establish an active

suspense file identifying all travel transactions due credits/refunds from the airlines/rail companies for tickets charged to the CBA. Tracking must be accomplished by maintaining paper copy documentation files and by spreadsheet or another quick reference product that provides current status of all credits/refunds due. As a minimum the tracking product requires the travel order/authorization number, traveler's name, date a refund request was submitted, amount of credit due, and the date refund/credit was received as identified on the Government Travel Card Vendor (GTCV) invoice report. The TMF must ensure that credits due appear on the GTCV's invoice report until the credit is received. A follow-up process, at least monthly, should be established to check status of outstanding credits due.

A6.5. CBA Reconciliation Process

A6.5.1. The GTCV forwards the paper copy of the invoice at the end of the billing cycle to the TMF. The paper copy GTCV invoice (bill) should be received approximately seven to ten days after the end of the billing cycle. When received, the invoice is date stamped. This date starts the clock for prompt payment. The payment due date is stated on the GTCV invoice (and is the date used for determining amounts past due and the account suspension date). The reconciliation should be completed and certified by the TMF within 10 days after receipt. Note: If the paper copy invoice is not received within 10 days after the end of the billing cycle, the TMF should contact and advise the GTCV that the invoice was not received.

A6.5.2. At the end of the billing cycle the GTCV sends an electronic version of the CBA invoice to the CTO. The electronic version should contain the same data as the paper copy invoice sent to the TMF. The electronic invoice should be used to start the reconciliation rather than waiting for the paper copy.

A6.5.3. The TMF may also monitor CBA transactions using the GTCV EAGLS web based program.

A6.5.4. Based on the CTO contract, the CTO's participation in the reconciliation process varies. The TMF establishes written local procedures on the CBA reconciliation process to include specific CTO and TMF responsibilities and time periods for accomplishment.

A6.5.5. The CBA reconciliation process as a minimum must include the following:

A6.5.5.1. Review of all charges and credits on the electronic version of the invoice to include: amount, date, passenger name, ticket number, and airline code. The CTO may make minor corrections (but not dollar amounts) and forward the updated disk and reports to the Transportation Officer (TO).

A6.5.5.2. The CTO/TMF pulls the previously filed copies of refunds identified as credits on the invoice for use in the reconciliation process.

A6.5.5.3. The TMF/CTO assembles a copy of each travel authorization/order and a copy of each PNR invoice in the same sequence as appears on the GTCV hard copy invoice.

A6.5.5.4. The TMF is responsible for reconciling the report for payment, making sure the ticket number, traveler's name, airline code and cost on the PNR invoice match the hard copy of the GTCV's invoice.

A6.5.5.5. The CTO/TMF work the unmatched transactions indicating "awaiting credit or wrongful charges" to the account. If there are missing credits/refunds or wrongful charges, the ticket number is researched for the traveler's name and date the ticket was issued. Ensure the appropriate GTCV dispute form is completed. The TMO must suspense the dispute until it is resolved with all parties concerned. Once resolved, the TMO must monitor the next invoice to ensure all disputes have been updated.

A6.5.5.6. All transactions on the GTCV PAPER COPY invoice must be certified for payment or placed in dispute. TMOs should reconcile and pay everything on that specific invoice so the charges on the invoice and the Standard Form 1113 or Standard Form 1034 match completely. The only time the price for that

billing cycle should be different is when the TMO disputes a charge and/or credit. When the credit shows up on the next months invoice, the TMO can then process the credit, refund or void the ticket. The TO must verify the amount being certified for payment and type the certification statement on the Standard Form 1113 or Standard Form 1034, sign and date the form.

A6.5.5.7. The TMF/CTO must make the number of copies of the travel authorizations/orders and PNR invoices required by the supporting DFAS/OPLOC. The travel authorizations/orders and PNRs must be assembled in the proper sequence and forwarded to the DFAS/OPLOC with a paper copy of the GTCV's invoice, a copy of the TO's certified Standard Form 1113 or Standard Form 1034 and a disk (provided by the CTO) with all of the reconciled transactions in the TTOPRS format. Note: CBA transactions processed through DTS do not require copies of the travel authorizations/orders and PNRs to be forwarded to DFAS/OPLOC, as they can be reviewed through the web. The TMF should retain a backup copy of the assembled documentation in case the documentation is lost in transit between the DFAS/OPLOC and the shipping location.

A6.6. DFAS/OPLOC should process each invoice within 10 days of receipt and make EFT payment to the bank. This effort ensures CBA payments are received by the bank in a timely manner preventing late payment interest penalties, and precluding account suspensions.